

JESSICA (YONG-JIE) LIN

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EDUCATION

Pitzer College, Claremont, CA

Expected May 2026

Bachelor of Arts (B.A.) in Organizational Studies and Psychology; Minor in Data Science | GPA: 3.8

PROFESSIONAL EXPERIENCES

Pitzer College, Claremont

International Students Orientation Assistant

05/2023—Present

- Facilitate students' check-in and other administrative processes for new students.
- Support with managing and sorting flight itineraries and logistics of moving in.
- Mentor 30+ international underclassmen and direct them to campus resources.

Student Success Assistant

03/2024—05/2024

- Assisted with many other Studnet Success events with setting up the activities, and coordinating event details.
- Worked as a team with other SSI student staff to ensure the events and activities's quality.

Academic Guide

05/2023—11/2023

- Mentored 16+ underclassmen in navigating both academic and campus resources
- Received training on educational platforms such as Sakai, MyCampus, Canva, and Gradscope to assist new students.
- Planned and hosted campus tours and managed monthly social events, and study sessions to enhance the community quality and school experience.

Taiwan External Trade Development Council, Taipei

Administration Intern

06/2024—08/2024

- Checked, sorted, and managed documentation to maintain accuracy and efficiency in administrative processes.
- Contacted and coordinated with buyers and partners abroad to foster international business relationships.
- Assisted with exhibition setup and logistics, ensuring a professional and engaging presentation.

Southern Taiwan Model United Nations, Kaohsiung

Council Administration Admin

2019—2022

- Planned and organized a 3-day Conference of 400+ participants with 6 other admin teams across 3 international schools.
- Operated strategic decision-making on logistics, communication, approval panels, and topics to maximize the quality of the conference.

WeiWuYing National Kaohsiung Center For the Arts, Kaohsiung

Customer Service Intern

2019—2020

- Received training and professional development in reception and customer service.
- Successfully resolved unpredicted incidents, including missing children, lost and found, and performance delays.
- Prepared and monitored records and reports, such as customer surveys and event manuals.

LEADERSHIP EXPERIENCES

Pitzer International Students Association (PISA), Claremont

President

2023—Present

- Facilitate weekly meetings and collaborate with 7 other council members to foster a collaborative environment.
- Manage the club's yearly budget of over 7000 dollars, monitor and plan accordingly.
- Initiate meetings with school admins and faculty to discuss administrative processes, to best achieve support for the international community.

The Pasifika Asian Student Union (PASU), Claremont

Sponsor Program Lead

2023—Present

- Maintain and monitor budgets and reimbursement information to monitor the organization's financial performance.
- Mentor 8 freshmen with similar identity backgrounds to transition through college life.
- Host sponsor group events regularly to encourage a positive and social community.

SKILLS AND LANGUAGES

Software/Technical Skills: Proficient in Microsoft Office Suite; IBM SPSS statistics; Elementary Python; Elementary R.

Graphic Design and Editing Software: Proficient in Adobe Photoshop, Adobe Illustrator.

Languages: Chinese/Mandarin (traditional and simplified) - Native level

English - Bilingual Level