

CHELSEA WU

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EDUCATION

William P. Clements High School; Sugar Land, TX

June 2016

WORK EXPERIENCE

Applied Optoelectronics, Inc. – Intern; Sugar Land, TX

Summer 2016

- Created spreadsheets and documents pertaining to department specific procedures
- Performed clerical duties such as answering phone calls, filing, and organizing databases

The Tutoring Center – Instructor/Intern; Missouri City, Texas

2015 - 2016

- Worked with students one-to-one in various reading and math levels
- Adapted the “Rotational System of Learning”

Japaneiro’s Sushi Bistro & Latin Grill – Hostess; Sugar Land, Texas

Summer 2015

- Expanded communication skills and developed customer service skills
- Witnessed how the restaurant front operates

J. W. Tax Services, Inc. – Clerical Worker; Bellaire, Texas

Summer 2014

- Created inventory spreadsheets regarding office supplies
- Prepared invoices and data entry using Drake Tax

LEADERSHIP EXPERIENCE AND ACTIVITIES

Sienna Stables; Missouri City, Texas

Summer 2014

- Therapeutic Riding Program translator
- Assisted a group of kids from China on how to ride horses

Clements High School Orientation Leader; Sugar Land, Texas

August 2015

- Assisted incoming students in getting familiarized with the school

Sino Language Gateway; Beijing, China

Summer 2015

- Developed English lessons for elementary students in Beijing, China
- Tutored students in the English language and about American cultures
- Cultural immersion

AWARDS AND HONORS

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| • AP Scholar | 2015-2016 |
| • William P. Clements Academic Achievement Award | 2012-2016 |
| • Varsity Mixed Doubles 2 nd Place District Winner | 2012 |
| • National Honor Society, William P. Clements Chapter | 2015, 2016 |
| • Science Honors National Society, William P. Clements Chapter | 2013-2016 |

ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, Outlook, Java

Languages: Fluent in Cantonese, Working Knowledge in Mandarin

Interests: Tennis, Traveling, Volunteering, Arts & Crafts, Music, Reading