



SPENCER FRANKLIN

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OBJECTIVE

Motivated college student pursuing a Chemical Engineering degree with strong problem-solving, organization, and computer skills. Seeking an entry-level position to gain hands-on experience while contributing to the campus culture.

WORK EXPERIENCE

Quadratic Inc

Administrative Assistant | May 2022 - September 2022

- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Managed and optimized the use of software tools, ensuring efficient operation and user support across the team
- Managed video clips from recorded meetings, ensuring easy access and organization for future use.
- Facilitated timely delivery of special projects to meet organizational and departmental objectives.
- Maintained inventory of office supplies and placed orders.

RDI

Web Developer | May 2021 - September 2021

- Successfully migrated an educational course website from OptimizePress 2 to OptimizePress 3, enhancing site performance and user experience.
- Identified and resolved design and copy inconsistencies, ensuring a polished and professional presentation.
- Designed and launched new web pages to promote upcoming events and drive sales growth.
- Integrated multimedia elements (images, videos, and interactive features) to create visually appealing and engaging web pages.

- Collaborated with the client to align web content with branding strategies and promotional campaigns.

VOLUNTEER EXPERIENCE

Franklin Elementary School

Tutor | August 2022 - June 2023

- Provided personalized tutoring to children requiring additional support, fostering a positive and encouraging learning environment.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Used strong interpersonal communication skills to convey information to students.
- Maintained clean, neat, and operational facilities to serve program needs.
- Assisted with special events and programs.

EDUCATION

California State Polytechnic University Pomona BS in Chemical Engineering | Expected in May 2027

- ChemE Car Power Team Member
- American Institute of Chemical Engineers (AIChE) Member
- GPA: 3.6

Alameda Science and Technology Institute High School Diploma | June 2023

- Awarded an Intersegmental General Education Transfer Curriculum (EGETC) from Peralta Community Colleges
- Honor Roll for all four years

SKILLS

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| ▪ Organized and Efficient | ▪ Deadline Adherence |
| ▪ Clerical Support | ▪ Event Setup |
| ▪ Microsoft Suite Proficiency | ▪ Attention to Detail |
| ▪ Administrative Tasks | ▪ Positive Attitude |
| ▪ Computer Skills | ▪ Flexible Schedule |