

Hi SWE members!

My name is Rachel Leung, and I'm a junior studying Civil Engineering.

I have been involved with SWE since I was a freshman. I was Historian for my sophomore year, and I am currently a Public Relations Officer. From these two positions, I have learned how SWE is run, and I have also gained communication, organizational, and leadership skills along the way. When I served as Historian, my main responsibility was to scrapbook all of SWE's events, so I needed to ensure that someone would be at the event taking pictures and afterwards post them onto the photosharing account that I created. As a Public Relations Officer, I compile and edit the weekly SWE emails, am in charge of flyers for our events, and lead the Public Relations committee to ensure that SWE has a positive presence on campus. I keep track of upcoming SWE events, and I am proactive about advertising for them. With my experience, I believe that I'm qualified to be your next secretary.

I am also responsible and prompt, so as secretary, I would be able to work with others in order to reserve rooms, and I would also be taking good meeting notes. Moreover, since another one of the secretary's duties is to oversee the Webmaster, Public Relations Officers, and PR chairs, I have the experience to help guide them because I have either served in those positions or have worked closely with them.

I want to give back to the organization that has provided me with so many opportunities; my goal is to help improve officer communications and make next year a fun, rewarding, and successful one for SWE members. Thank you for taking the time to learn about me as a candidate for secretary and feel free to ask me any questions regarding my qualifications or experience.