

ALANNA LE

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EDUCATION

MOUNT DIABLO HIGH SCHOOL	Concord, CA
Diploma – College Prep Curriculum, GPA: 4.0	8/17 – 6/2021
Honors – Certificate for Outstanding Achievement, Certificate for Academic Excellence, North Coast Section CIF Scholar Athlete	
UC BERKELEY HAAS SCHOOL OF BUSINESS	Berkeley, CA
Certificate – Boost@BerkeleyHaas (College Prep Program)	7/2017 – 6/2021
UC BERKELEY SUMMER MATH AND SCIENCE HONORS ACADEMY	Berkeley, CA
Certificate – SMASH (College Prep Program)	4/28/2018 - Present

EXPERIENCE

Cafeteria Employer	Concord, CA
<i>Server</i>	November 2017 - June 2018
<ul style="list-style-type: none">Assist in serving and clean up during brunch and lunch.	

LEADERSHIP

Site Council	
<i>Pupil Member</i>	October 4, 2016 – Present
<ul style="list-style-type: none">Recommend, develop and approve the plan and related expenditures in accordance with all state, federal laws and regulations whenever the need arisesAnnually assist the school in identifying the needs of students, parents, and teachers.	
MDHS Student Council	
<i>Freshman Class Treasurer and Secretary</i>	Fall 2017 - Summer 2018
<ul style="list-style-type: none">Managed class finances, organized fundraisers and communicated records during meetingsRecord minutes of class meetings and distributes these minutes to all class officers and advisors	
Key Club	
<i>Club Vice Officer</i>	Fall 2017 - Present
<ul style="list-style-type: none">Ran weekly meetings, promote club at school and work with other organizations	

ACTIVITIES

Upward Bound	CSF (California Scholarship Federation Club)	Cross Country
Asian Club	CERT (Community Emergency Response Team)	Tennis
Cooking Club	HOSA (Health Occupations of Students of America)	Track
Key Club	STAT (Basketball Scorekeeper)	

TECHNICAL AND LANGUAGE

Computer – PC/Mac, MS Excel, Word, PowerPoint; Google Docs, Slides, Sheets, Google Apps
Language – Speak Fluent English, Intermediate Vietnamese and Conversational Spanish
Social Media – Snapchat, Instagram

INTERESTS

Exercising	Oakland, CA
Exploring	Bay Area, CA
Volunteering	Bay Area, CA