

# Alexandria Guo

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## Education

Expected Graduation 2020 **The City College of New York**, New York, NY  
*Major: Computer Science; Minor: Art Studio, GPA: 3.47*

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## Work Experience

- July 2018 – **Digital Media Intern**, CUNY: ASAP OUTREACH, New York, NY
- Aug 2018
- Organize and catalog digital marketing assets, building an e-library of ASAP images that can be easily accessed by both central office and campus-based staff
  - Inform and develop content to be used across CUNY ASAP social media properties
  - Refresh Outreach presentation materials
- Oct 2016 – **Box Office Assistant**, THE CITY COLLEGE OF NEW YORK, New York, NY
- Dec 2017
- Managed ticketing window and handled all questions in relation to shows, payment, and directions
  - Issued ticket orders and inputted customer information into Salesforce system
  - Maintained cheerful demeanor when answering phone calls
- July 2017 – **SYEP Teacher's Assistant**, TRANSFIGURATION SCHOOL:EARLY CHILDHOOD, New York, NY
- Aug 2017
- Supervised 20 children to and from lunch, field trips, etc.
  - Assisted lead teacher and helped instruct small group activities such as: recognizing and writing the alphabet; correctly categorizing different types of transportation
  - Enforced school policies and ensured student safety

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## Volunteer Work

- Oct 2015 – **Special Event Assistant**, P.S.89 LIBERTY SCHOOL, New York, NY
- Feb 2016
- Distributed food to parents and students at the annual potluck dinner
  - Served food to hundreds of guests at Taste of Battery Park
- Oct 2012 – **Teacher's Assistant**, P.S.126 MANHATTAN ACADEMY OF TECHNOLOGY, New York, NY
- June 2015
- Carried out supportive and clerical tasks such as filing papers, lab preparations, and inputting grades
  - Organized school events by setting up equipment, translating for parent teacher conferences, etc.
  - Assisted students after school with math homework
- Oct 2010 – **Library Assistant**, P.S.126 MANHATTAN ACADEMY OF TECHNOLOGY, New York, NY
- June 2012
- Organized and shelved books by library code to ensure a neat and clean order
  - Kept records of all materials issued and checked-into the library

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## Skills & Abilities

Software    Salesforce  
              Microsoft Office (Word, Powerpoint, Excel)  
              Google Suite (Docs, Slides, Blogs, Sheets, Forms, Drawings)

Coding     HTML/CSS (Basic)  
              JavaScript/JQuery (Basic)

Language   Chinese (Cantonese)