

## JINELLE F

**GEOGRAPHY:** Geographically Flexible, International, Northern California and Bay Area

**INDUSTRY:** Education: General, Health/Medicine, Human Resources/Recruiting, Language/Culture, Travel/Hospitality

### **EDUCATION**

Scripps College, Claremont, CA

Expected May 2015

- Bachelor of Arts in Anthropology, Minor in Asian Studies
- Thesis: *From Martial Law to Boba: What is it to be Taiwanese American?*
- Presidential Scholarship, Scripps College, 2011-2015
- National Merit Scholarship, Scripps College, 2011-2015

University of Edinburgh, Scotland, UK – Semester Abroad

Spring 2014

### **WORK EXPERIENCE**

Alumnae/Parent Engagement&Scripps Fund, Scripps College, Claremont, CA *Office Intern* Sept 2012-present

- Interact with numerous alumnae through phone calls and emails
- Compile and organize information to create mailings and brochures
- Manage mini-projects requiring processing, organization, and communication skills
- Communicate effectively with people in other departments and general public

Impax Laboratories, Hayward, CA, *Summer Intern*

June-Aug 2012

- Managed and organized confidential files for archiving
- Created logbooks for laboratory recording of instrument use, cleaning, and procedures

Annual Fund Department, Scripps College, Claremont, CA *Office Assistant*

Sept 2011-May 2012

- Effectively communicate with senior staff members in the office
- Focused on details and organization to ease the workloads of senior staff members
- Researched speakers' biographies to summarize their main achievements so event facilitator could introduce them

### **ACTIVITIES**

Taiwanese American Student Association, Claremont, CA, *Chief Publications Officer*

Aug 2014-present

- Document events and create blog posts on website
- Participate in planning and execution of social events

Claremont Colleges Ballroom Dance Company, Claremont, CA, *Dancer*

Feb 2012-May 2014

- Develop interpersonal skills and communications
- Coordinate/compromise with routine members and be responsible for own practice

Asian American Sponsor Program, Scripps College, Claremont, CA *Sponsor*

Aug 2012-May 2013

- Participate in workshops about racial awareness and consciousness
- Provide emotional and academic support to self-identified first-year Asian students
- Organize events every month with committee members

Irvington High School Marching Band, Fremont, CA, *Section Leader*

Aug 2007-June 2011

- Directed saxophone section as section leader for 2 years, participated in marching band 4 years
- Organized, drilled, and rehearsed the saxophone section in preparation for performances and competitions

### **VOLUNTEER WORK**

Admissions Ambassador Team, Scripps College, Claremont, CA *Hostess/Event Worker*

Sept 2011-May 2013

- Promote Scripps College and its positive attributes
- Host a prospective student overnight and manage her time and activities

Building Skills Partnership, San Jose, CA

Feb 2011-May 2011

*English-as-a-Second-Language Teacher's Assistant and Personal Tutor*

- Helped out and directed group activities and exercises
- Created lesson plans and taught one-on-one with a specific student

### **SKILLS**

- Languages: Native fluency English, Conversational fluency Mandarin, Elementary Spanish
- Proficient in Microsoft Office Suite