

## **LAISENG S**

**GEOGRAPHY:** Northern California and Bay Area, Pacific Northwest, Southern California

**INDUSTRY:** [Event Planning](#), [Education: General](#), [Environment/Sustainability](#),  
[Government/Public Policy](#), [International Relations](#)

### **EDUCATION:**

**Scripps College, Claremont Colleges**

Expected May 2015

Claremont, California

- B.A. in Politics/International Relations, concentration in Power and Justice
- Senior Thesis: Untold Narratives: Refugee Experiences from Laos to Richmond, California

### **PROFESSIONAL EXPERIENCE:**

**Scripps Communities of Resources and Empowerment**

Claremont, California

Office Assistant

Sep. 2012 — May 2013, Sep. 2014 – Present

- Provided general administrative tasks
- Working with other staff members to program events, including flyer making
- Developed and monitored the department's social media accounts

Intern

Sep. 2013 — May 2014

- Trained staff members and created training curriculum for staff members weekly for three months on leadership skills and development
- Supported staff members weekly on their own training curriculum development
- Created workshops and programs for the entire Scripps community

**Scripps College Residential Life, Residential Advisor**

Aug. 2013 — May 2014

Claremont, California

- Responsible for referring students to appropriate departments, responded to emergencies, and upholding school housing policies
- Organized dorm specific, and campus wide events to offer resources to students, as well as create a positive living environment for students on campus
- Held administrative duties including on-call duty, writing incident reports, and referring information to supervisors

**Asian Pacific Environmental Network (APEN), Intern**

May 2013 — Aug. 2013

Richmond, California and Oakland, California

- Outreached as a summer community organizer to build the organization's membership base
- Coordinated volunteers and logistics for the Communities of Local Energy Action Now Festival
- Facilitated workshops and provided support for the Youth APEN and the APEN Academy
- Inputted data and membership information into database system

**Asian American Student Union, Community Engagement Coordinator**

Sep. 2011 — May 2012

Claremont, California

- Researched Asian American issues and distributed information
- Provided support to students through programming events and mental support
- Led and facilitated large scale workshops and conferences
- Created budget spreadsheets, filing documents, and organization
- Booked and scheduled keynote speakers from all over the nation managing honorariums

**Labor Community/Strategy Center, Office Manager Intern/Events Coordinator Intern**

Jan. 2012 — May 2012

Los Angeles, California

- Provided general administrative tasks, and assisted office manager and events coordinator
- Advertised and publicized events; Data entry

### **AWARDS AND SKILLS:**

**Margo Okazawa-Rey Summer Fellowship**, Awardee, "Building Comm(unity)"

Summer 2013

**Mellon Undergraduate Pre-thesis Research Fellowship**, "Untold Narratives: A

Refugee Experience from Laos to Richmond, California"

Summer 2014

**Betsy Smith '65 Memorial Scholarship**, Awardee, Merit-based Scholarship Recipient

Dec. 2014

**Computer Skills:** Microsoft Office, Photoshop, InDesign, iMovie, Google Services,  
Social Media, Database and Data Entry Systems

**Language Skills:** Intermediate Background in Mien