

MELINDA H

GEOGRAPHY: Geographically Flexible, Hawaii, Northern California and Bay Area

INDUSTRY: [Education: General](#), [Finance/Banking](#), [Scientific Research/Development](#), [Technology](#)

EDUCATION

Scripps College, Claremont, CA

Jan 2015

Bachelor of Arts in Mathematics, Minor in Computer Science

Senior Thesis: Enhancement on Counting Invariant on Symmetric Virtual Biracks

- Related Coursework: Discrete Mathematics, Number Theory and Cryptography, Introduction to Mathematics of Finance, Introduction to Computer Science, Principles of Computer Science, Differential Equations + Modeling, Data Structures Adv Programming, Algorithms, Database Systems, Probability

EXPERIENCE

Assistant to Federal Work Study Coordinator

Sep 2011 –Present

Scripps College – Financial Aid Office, Claremont, CA

- Assist in distributing information on financial aid, scholarships, and Federal Work Study Programs
- Create and monitor 1000+ student files consistently to ensure required and updated documentation
- Calculate bi-weekly payroll distributions and maintain that each student does not exceed allocation
- Identify and refer students to appropriate student services programs to assist with unidentified needs

Intern

Jun 2014 – Aug 2014

American Savings Bank – Financial Planning & Analysis Department, Honolulu, HI

- Worked on an independent project – Analyzed the profitability of ATMs
 - Reviewed various reports that spanned over 3 years to calculate the profit of about 120 ATMs
 - Collaborated with various departments
 - Visually presented the results to multiple people in the company
 - Contextualized results in terms of number of bank customers' versus foreign transactions
 - Made recommendations about ATMs to increase profitability
- Updated progress reports for various departments before monthly company meetings

ACTIVITIES AND SERVICE

- Co-Vice President, Circle K (Service club and sponsored by Kiwanis) Apr 2014 – Present
- Member, Asian American Student Union Sep 2011 – Present
- Member, Circle K (Service club and sponsored by Kiwanis) Sep 2009 – Present
- Member, Summation Club (Math club) Sep 2011 – May 2013

AWARDS AND RECOGNITION

- Recipient of Jhung Family Scholarship (four year academic scholarship), Sep 2011 – Jan 2014
- November 2010 High Scorer Roosevelt High School Math Team

SKILLS

- Proficient in Microsoft Office (Word, PowerPoint, Excel) and social media
- Basic Knowledge of Python, Java, C++, SQL
- Fluent in verbal Cantonese