**ALEXIA M. KWOK**

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**EDUCATION**



NORTHWESTERN UNIVERSITY, Evanston, IL *Sept. 2008 – June 2012*

Bachelor of Arts: English Literature

**Cumulative GPA: 3.3 / 4.0**

Course Highlights: English Literary Traditions, Advanced Composition, Victorian Literature, Studies in Medieval

Literature, Milton, Studies in Renaissance Literature

**EMPLOYMENT**



FRANCESCA’S COLLECTIONS, Evanston, IL  *Aug. 2010 – Nov. 2011*

**Sales Associate**

* Established communication with customers to ensure quality customer service, meet customer satisfaction, and maintain the professional standards of the company.
* Assisted in floor moves, merchandising, display maintenance, and housekeeping.
* Demonstrated proficiency in the use of company computers and cash registers.

HIRATA & ASSOCIATES, INC., Aiea, HI  *June – Sept. 2009*

**Summer Intern**

* Prepared and performed laboratory tests for the purposes of soil examination in geotechnical engineering.
* Utilized technical equipment relevant to the field, in accordance with federal standards, to properly classify sample specimens.
* Visited drilling locations and collaborated with field and project engineers to oversee the excavation of soil samples.
* Used the AutoCAD program to electronically record data and document testing results to be presented in the engineers’ final reports.

PRESIDENT WILLIAM MCKINLEY H.S. BUSINESS OFFICE  *July – Sept. 2008*

**Office Assistant**

* Photographed, formatted and printed school identification cards for faculty, staff and students.
* Handled monetary transactions to reconcile student financial accounts within the school system.
* Used Microsoft Excel spreadsheets to input data regarding student accounts.

**LEADERSHIP EXPERIENCE**



ASIAN AMERICAN INTERVARSITY *June 2010 – June 2011*

**Community Team Coordinator**

* Directed a Community Team to assess the needs of the 200+ student organization, and organized meetings and activities in accordance with those needs.
* Served on Asian American InterVarsity’s Core team, providing insight and casting vision.

HAWAII CLUB *May 2010 – June 2012*

* Co-President and Entertainment Chairperson

NATIONAL FORENSICS LEAGUE, member

NATIONAL HONOR SOCIETY, member