**Wei Qing Lim**

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Recent university graduate with experience in marketing, public relations, and data analysis. Reliably meets deadlines and thrives in a fast-paced environment while providing sales support and completing client-oriented projects. Strong written and verbal communication skills in English and fluent in Mandarin.

**Education:**

University of California, Davis June 2020

Bachelor of Arts in Psychology

Bachelor of Science in Human Development

Minor in Communication

**Skills:**

Language: English (native) and Mandarin (fluent)

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat, Google Docs, SPSS, Adobe Photoshop

Skills: Strategic Planning, Data Analytics, Team Player, strong written and verbal communication skills, strong organizational skills, deadline-oriented, efficient problem-solving skills, strong interpersonal skills

**Experiences**

**Student Assistant – Global Affairs, UC DAVIS**  **November 1, 2019- present**

* Conducted research and analysis to help foster professional relationships and academic collaborations between UC Davis and universities, government agencies, and institutes across Asian countries
* Identified trends in data and created concise reports for the Global Affairs Asian Engagement Plan
* Provided administrative support by filing, and compiling gifts for international delegates

**Marketing and Promotion Intern – Alumni Association, UC DAVIS July 15, 2019- December 14, 2019**

* Acquired new memberships, answer questions regarding membership, and assist with payment and fulfillment of memberships at events on and off-campus
* Oversaw textbook discount registration and create lists of new student and parent memberships
* Worked under the guidance of the Membership Director to learn marketing, sales, leadership and career development skills
* Provided administrative support to the Marketing department by filing and sending out newsletters

**Student Caregiver - Early Childhood Lab School April 1, 2019- June 14, 2019**

* Assisted children in planning, engaged in children’s play and provided developmentally appropriate support
* Led children during small-group activities and assisted staff in maintaining an organized and safe environment

**Laboratory Research Assistant - Dr. Nik Palomares, UC DAVIS**   **October 1, 2018 – March 20, 2019**

* Categorized and facilitated the data collection process for Dr. Palomares’ experiments
* Assisted participants throughout the experimental process

**Consulting and Public Relations - Chicanx/Latinx Success Center, UC DAVIS October 2019**

* Collaborated with a team to increase the center’s visibility
* Created an infographic and curated social media posts to notify students about the center’s resources
* Conducted research and analyzed data about the UC Davis student population

**Team Leader, The Navigators, UC DAVIS**  **September 29, 2018- present**

* Mentored freshman girls on personal life experiences and navigating college life
* Scheduled and led discussion for weekly meetings with mentees
* Collaborated weekly with other group leaders to prepare discussion material and plan future events for The Navigators club

**Awards**

**HDE & CRD Departmental Citation Award Recipient April 17, 2020**

* Achieved excellence in both the Human Development major and in extracurriculars.