Sophia Zhang

123 Smith Street, San Diego, CA 91911 (123) 456-7890 sophiazhang@123.com

SKILL

- Proficient in Excel, Powerpoint, and Word
- Fluent in both English and Mandarin
- Time management & Interpersonal skills

EXPERIENCE

UCSD Chinese Global Community, La Jolla CA - Core Member of Customer Service Team March 2023 - PRESENT

- Organized events for special occasions such as Mid-Autumn, Chinese New Year
- Communicated with new students and assisted them with college life

Interverse, Irvine CA - English Tutor

August 2021 - July 2022

- Provided free one on one online English classes for kids in China and helped them hone their English skills
- Developed original curriculums and created English podcasts

Dearpet, Irvine CA - Event Organizer

December 2020 - August 2021

- Promoted the handmade pet accessories products
- Planned and organized in-person selling events
- Advertised on social media platforms

EDUCATION

Northwood High School, Irvine - Bachelor of Science in Business Economics

September 2022 - PRESENT

Northwood High School, Irvine - High School Diploma

August 2018 - June 2022

AWARDS

- University Provost's Honors (With GPA above 3.5)
- International Thespian Society Thespian
- Diamond Challenge 2021: pitching round invitee
- AP Scholar with Distinction
- Irvine Virtual Academy Principal's Honor Roll