

CAROLYNN RUI

+1(858) 524-9072 ◇ Los Angeles, CA

carolynnrui@ucla.edu

EDUCATION

B.A., Psychology and B.S., Statistics, University of California, Los Angeles Expected June 2025
GPA: 3.94

High School Diploma, Rancho Bernardo High School, San Diego June 2021
GPA: 4.3

WORK HISTORY

Legal Assistant Tenants Law Firm April 2023 - October 2023

- Coordinate the filing and organization of record orders, court document propounds, and legal intake details
- Planning and execution of large projects involving the organization of spreadsheets, editing of documents, and other administrative duties

Grader/Tutor Kumon October 2020 - September 2021

- Tutored young kids aged 3-9 in mathematics and reading subjects
- Graded tests and supervised packet/activity completion

Supervisor/Assistant Director Kids Theatre Network July 2018 - August 2019

- As supervisor (2018), worked as a supervisor and musical teacher to large groups of children 5-12 years old
- As assistant director (2019), organized choreography, scene work, and logistics for youth theatrical production

LEADERSHIP HISTORY

Finance Associate Hooligan Theatre Company March 2023 - Current

- Managed financial accounting by tracking and ensuring the accuracy of monetary contributions and fundraising efforts, enhancing overall financial transparency and accountability
- Coordinated group TV tapings by liaising with production teams, creating detailed attendance and scheduling surveys, and organizing travel logistics to ensure smooth operations and participation
- Developed and maintained comprehensive spreadsheets to streamline tracking of attendance, contributions, and travel arrangements, improving organizational efficiency

Visionaries of the Year Team Member Leukemia and Lymphoma Society March 2022 - May 2022

- Participated as part of a subgroup in the LLS Club at UCLA that raised over \$75,000 for the Leukemia and Lymphoma Society during the 2022 Visionaries of the Year Campaign

Student of the Year Candidate Leukemia and Lymphoma Society August 2017 - March 2020

- Led a team of about 10 students to raise over \$12,000 for the Leukemia and Lymphoma Society during the 2019 Student of the Year Campaign
- Collaborated with BD Biosciences during Light the Night to raise over \$60,000

- Actively continue to volunteer with LLS to fundraise for cancer research through Student of the Year events, Man/Woman of the Year events, and holiday parties

AWARDS AND HONORS

- Dean's Honors List
- Silver Star Award
- AP Scholar Award with Distinction