

# Jessica Laiter

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## **OBJECTIVE:**

To utilize my language skills to help facilitate American/ Chinese language and cultural barriers in a business setting.

## **EDUCATION:**

**University of Pittsburgh,** Pittsburgh, PA

The School of Arts and Sciences

Degrees: Bachelor of Arts in Chinese

Bachelor of Arts in Communications

QPA: 3.57

## **Chinese Education and Immersion:**

**Carnegie Mellon,** Pittsburgh, PA

Applicable Courses: Chinese Advanced 2

Topics in Contemporary Cultures of China

May 2011

**Middlebury College,** Middlebury, VT

Intensive nine-week summer Chinese program

Applicable Course: Chinese Level 4

## **Study Abroad**

**Columbia University Summer Business Chinese and Internship Program in Shanghai** Summer 2009

Applicable Courses: Chinese Level 3

**American Institute for Foreign Study,** Beijing, Shanghai, Nanjing, Hangzhou, Suzhou, Xi'an

Applicable Courses: Chinese Culture, Chinese Economics

Summer 2008

## **RELEVANT EXPERIENCE:**

**Internship:** OE Meiti Communications-Shanghai, China  
2009

July 2009-August

- Studied business relationships in a large Chinese organization and performed secretarial duties at meetings
- Enhanced Chinese language proficiency through translating PowerPoint slides for English speaking clients
- Organized a major promotional event for Ferrari, Qipao companies, Calligraphers and Musical Artists

## **LEADERSHIP EXPERIENCE**

### **Delta Delta Delta Sorority:**

Greek Week Chair

- Liaison to Greek Week executive board Spring 2010-Present
- Trained new pledges about the technique to raise money for University of Pittsburgh Cancer Institute

Membership Development Chair

Fall 2009-Spring 2010

- Educated sisters on how to improve sisterhood and organized events to promote better membership

Member of Standards Discipline Council

Fall 2009-Spring

2010

- Mediated sorority issues to maintain stability within the organization
- Secretarial duties to keep National office updated

Coordinator of St. Jude Children Research Hospital Kickball Event

Fall 2009-Spring 2010

- Coordinated and executed all aspects of philanthropic event to raise funding for the Hospital

### **Greek Week Executive Board:**

Vice President-Elected to work in conjunction with the President and other board members

- Coordinated Greek Week events to raise money for Cancer Research Fall 2009-Spring 2010
- Oversaw the rest of the Greek Week board

Event Coordinator

- Organized Greek Week Events to raise money for Cancer Research Fall 2008-Spring 2009

**Executive Board for Pitt Dance Marathon**

Spring 2010

- Organized and supervised a twenty-four hour marathon to raise money for Cancer Research

**Pitt Programming Council: Special Events Board**  
2009

Fall 2007-Fall

- Planned and executed various social events for The University of Pittsburgh students

**Sexual Assault Peer Educator Training**

Fall 2009-Spring 2010

- Trained to educate students about: rape and sexual assault definitions and precautionary action

**Emerging Leaders**

Fall 2007

- Engaged in eight week course to learn qualities of a leader and how to work with a group

**Panther Leadership Summit**

- Engaged in seminar about leadership  
2008

Fall 2007-Spring

**LANGUAGE SKILLS**

Mandarin Chinese (Fluent)

English (Native Language)

**HONORS RECOGNITION**

National Society of Collegiate Scholars

Fall 2007-Present

Order of Omega

Fall 2009-Present

Deans List

Fall 2007-Present