

# MICHELLE CHEN

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## EDUCATION

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### Carnegie Mellon University

May 2026

Business Administration Major; Game Design Minor

### Fiorello H. LaGuardia High School of Music & Art and Performing Arts

June 2022

Fine Arts Major

GPA: 100.01

ACT: 35

## WORK EXPERIENCE

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### Carnegie Mellon University

Pittsburgh, PA

Tartan Ambassador

September 2022 – Present

- Led campus tours to introduce prospective students and families to the facilities and resources available at CMU

### World Ice Arena

New York City, NY

Junior Coach

October 2021 – August 2022

- Coached classes of 8-12 students age 4+ in Snowplow Sam 1-3 and Basic Skills 1-6 courses
- Led clinics and camps during school breaks, introducing skaters of all levels to challenging exercises to improve skills
- Hosted birthday parties and promoted safe skating during the events through demonstrations and verbal explanations

### Connect-In-Place

New York City, NY

Teacher's Assistant

June 2021 – August 2021

- Monitored the chat of classes with 20+ students on the roster and admitted late students into the Zoom room
- Formatted and edited slides, and found images to accompany the text to optimize the student learning experience
- Researched relevant activities for student engagement during class, including video games and collages

## LEADERSHIP EXPERIENCE

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### Magnify Wellness

New York City, NY

Newsletter Lead

Nov 2020 – April 2022

- Authored 10+ newsletters to promote mental health awareness initiatives; up to 16% of the audience engaged with links
- Directly led a team of 8 writers, assigning topics across subjects and proofreading drafts before compiling the final letter
- Worked internally to coordinate events with other divisions and led the promotion process for all organization events

Magnify You Manager

August 2021 – April 2022

- Directed multiple onboarding sessions to guide new Chapter Leads through the organization's rules and expectations
- Acted as the Magnify You Director during a period of absence by taking over the application review process
- Drafted the contract for the Magnify You Chapter Leads, outlining the responsibilities that Chapter Leads must fulfill

### National Honors Society

New York City, NY

Tutoring Director

Sept 2020 – June 2021

- Coordinated the process of matching students to high school tutors across all subjects offered by the school
- Outlined and compiled directions for all tutors and administered the tutor sign up process for interested applicants
- Led member support for the school chapter, answering questions and providing advice to members via email

### Hope Club

New York City, NY

Head of Fundraising

Sept 2020 – June 2022

- Organized a Valentine's Day movie fundraiser in order to raise money for The Leukemia & Lymphoma Society
- Launched partnerships with two other school clubs, expanding the fundraiser's outreach by 590+ new students

## ADDITIONAL INFORMATION

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Languages: fluent in Mandarin

Technical Skills: Procreate, Photoshop, Canva, Notion