

# DONNA FANG

555 Glenrock, Los Angeles CA • 510.334.8225 • fangdonna@gmail.com

## EDUCATION

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### University of California, Los Angeles

*Bachelor of Sciences, Major in Cognitive Science*

*Specialization in Computing*

- *Academics: GPA: 3.20*

*Los Angeles, CA*

*Expected Graduation—December 2020*

### Contra Costa College

*Associate of Arts, Math and Sciences*

- *Academics: GPA: 3.78, Honors*

*San Pablo, CA*

*May 2016*

## SKILLS

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Programming Languages: HTML, CSS, JavaScript, AJAX, PHP, XML, C++, SQL, MATLAB, SPSS

Tools: Dreamweaver, Illustrator, Photoshop, Adobe XD, Figma, Invision, Microsoft Suite

Languages: Cantonese Chinese (Fluent)

## PROFESSIONAL & LEADERSHIP EXPERIENCE

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### On-Campus Housing (OCH) Dispatch

*Dispatcher*

*Los Angeles, CA*

*May 2018 – Present*

- Attend a 24/7 central help-desk for on residents and staff of UCLA Housing to direct personnel and assist residents and guests
- Work in liaison with maintenance, ORL, UCPD, UCFD, EMS, and H&HS management to achieve departmental goals
- Execute UCLA Housing protocol in high-pressure emergencies concerning resident health, safety, and suspicious persons

### Psychology Undergraduate Advising Office

*Front Desk Receptionist*

*Los Angeles, CA*

*September 2017 – June 2018*

- Perform clerical duties at the front desk including receiving guests, scheduling appointments, and assist advising counselors in answering general questions about enrollment, major requirements, course restrictions, etc.
- Learn and adapt quickly to apply skills and appropriately improvise in situations with the absence of instructions or assistance

## INVOLVEMENTS

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### Department of Child and Adolescent Psychiatry UCLA Semel Institute for Neuroscience and Human Behavior

*Research Assistant*

*Los Angeles, CA*

*October 2018 – Present*

- Score physiological measures, data entry and analysis, assistance with lab management
- Creating and managing databases (SPSS, Excel, Quatrics)
- Format and modify questionnaires

### Alpha Phi Omega | Chi Chapter National Service Fraternity

*Service Committee*

*Los Angeles, CA*

*September 2017 – Present*

- Participate and chair service events on campus and in the greater Los Angeles area, including charity marathons, park and forest restorations and homeless shelter food banks

### Ronald Reagan Medical Center

*Hospital Volunteer – Floater*

*Los Angeles, CA*

*September 2018 – November 2018*

- Assist various departments within hospital including the pediatrics unit, intensive care unit, and flu clinic with administrative tasks
- Demonstrate strong understanding of patient confidentiality, emergency procedures, and flexibility with multitasking a diverse set of duties

### Association of Chinese Americans (ACA)

*Secretary*

*Los Angeles, CA*

*June 2017 – June 2018*

- Maintain spreadsheets, take and organize detailed notes during organization meetings and events
- Attend and help organize events for university students and over 700 organization members
- Mentor a family of 40 undergraduate students

### Chinese American Culture Night (CACN) Producer Assistant

*September 2018-Present*

- Assist in the organization, management, and script writing of UCLA's annual CACN production