

DONNA FANG

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EDUCATION

University of California, Los Angeles

Sophomore, Pre-Cognitive Science

Expected Graduation: June 2020

Contra Costa College, San Pablo, CA

Associate of Arts Degree, Math and Sciences

Graduated: May 2016

PROFESSIONAL & LEADERSHIP EXPERIENCE

Middle College High School, San Pablo

Associated Student Body President

August 2015-May 2016

- Oversee all school activities, fundraisers, and events
- Collaborate with school faculty to strive towards a beneficial and fulfilling high school experience for students
- Established strong leadership standards and goals within the Leadership class to encourage students to improve their leadership skills and be exemplars of the student body
- Serve as a representative at school related functions and possible relations between the high school and college
- Meet strict deadlines when organizing school activities and sharing information to the rest of the school

Association of Chinese Americans (ACA), University of California, Los Angeles

Secretary

June 2017-Present

- Take and organize detailed notes during organization meetings and events
- Attend and help organize events for university students and organization members
- Create and maintain spreadsheets, documents, and other files related to ACA to ensure events run smoothly for both the organization and other board members, while upholding the standards and purposes of ACA

Math and Science Department, Middle College High School

Tutor

August 2014 – May 2016

- Assist three students per day on an average for one-on-one tutoring over the course of a one-hour tutoring session
- Demonstrate patience and creative alternative teaching methods to accommodate various learning paces and preferences

Early Child Learning Center, Contra Costa College

Intern

August 2013-May 2014

- Perform clerical duties at the front desk including greeting center visitors and customers, managing phone calls, filing, photocopying, and designing pamphlets
- Supervise young children through careful guidance and strategic methods in learning activities to encourage an enriching environment for students
- Manage the class under administer direction and advanced work production to ensure optimal education experience for students

Target ©, City of Pinole

Softlines Department Member/Sales Associate

December 2016 – January 2017

- Diligently attend to customers in locating products, searching for item availability, and other forms of assistance
- Work together with store cashiers, Hardlines team, and Backroom team to ensure a clean, safe, and pleasant environment while organizing, restocking and taking inventory of supplies
- Be punctual and efficient in completing tasks under high pressure and increased influx of customers during prime times
- Follow instructions given by team leaders attentively while learning quickly to apply skills and appropriately improvise in situations with the absence of instructions or assistance

SKILLS

Languages: Fluent in English; Fluent in Cantonese; Proficient in C++

Google Apps: Google Drive, Google Docs, Google Sheets | **Microsoft Word:** MS Word, MS Excel

IBM SPSS Statistics