

HELENA JIANG

140-55 34th Ave Flushing, NY 11354
hjiang2@babson.edu
(718) 702-5674

Education

Babson College

Babson Park, MA

GPA: 3.21

Concentration: Marketing

Expected Graduation Date: May 2022

Work Experience

Babson College Office of Faith and Service

Sept. 2018 - Present

Community Action Worker, Babson Park, MA

- Build and repair homes weekly for the Friends of the Homeless
- Attend Community Action Program meetings

Exit Kingdom Realty

Jun 2018- Aug. 2018

Office Aide/Intern, Forest Hills, NY

- Created an online source of marketing through social media and websites.
- Managed lease and property of sale documents for agents
- Updated realty's online database regarding the sale and availability of property

Chinese-American Planning Council. Inc

June 2015 -June 2017

Office Aide, Flushing, NY

- Assisted in weekly English classes for Chinese immigrants.
 - Managed and created an organization system for the Youth Services Department
 - Held college-preparedness workshops to high school students and helped students of low-income families throughout the college process
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Volunteer Experience

Babson Lunder Admissions Center

Sept. 2018 - Present

Tour Guide, Babson Park, MA

- Market Babson College to prospective students and families.
- Attend monthly events regarding the admissions ambassadors program

Chinese-American Planning Council. Inc

Sept. 2015 - Aug. 2018

Community Service Volunteer, Flushing, NY

- Attended community service events
 - Attended weekly workshops regarding work-readiness and societal issues.
 - Hosted events that promoted the organization and brought awareness to the Chinese community
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Extracurricular Activities

- Babson Co-Ed Volleyball Club
 - Babson Asian Pacific Student Association
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Skills

80 WPM, Fluent Korean, Working knowledge of Mandarin (oral).