

Helena Jiang

Helena Jiang
140-55 34th Ave
Flushing, NY 11354

718.702.5674
hjiang2@babson.edu

Education

Babson College
2018 - 2022, BABSON PARK, MA

Bronx High School of Science
2014 -2018, BRONX, NY

Volunteer Experience

Hodori After School / Teacher's Aide, Office Aide
JUNE 2015 - AUG 2015, QUEENS, NY
Assisted students in the 3rd grade with their homework.
Organized paperwork and made copies for the homeworks.

Chinese-American Planning Council
NOV 2015 - JUNE 2018, QUEENS, NY
Provide service to the Chinese immigrants of New York City in order for them to have a role within the community such as teaching them English or helping them with their citizenship test.

Work Experience

Exit Kingdom Realty / Office Aide, Intern
JUNE 2018 - AUG 2018, FOREST HILLS, NY
In charge of advertisement and social media of the company.
Makes copies, file documents, and make phone calls.

Chinese-American Planning Council / Office Aide
JUNE 2015 - JUNE 2017, QUEENS, NY
Make copies, file documents, and make phone calls.

Skills

70 WPM, Fluent Korean, Working knowledge of Mandarin (oral).
Working knowledge of Microsoft, Excel.