

Gryphon Chong

Contact me through my website's form!

EDUCATION

Carnegie Mellon University

Bachelor of Science in Business Administration - Dean's List (QPA: 4.00/4.00)

Pittsburgh, PA
Aug 2024-Present

Adlai E. Stevenson High School

High School Diploma – Gold Honor Roll (GPA: 4.61/4.00)

Lincolnshire, IL
Aug 2020-May 2024

WORK & VOLUNTEER EXPERIENCE

Design for America – a student organization designing solutions to confront social issues

Pittsburgh, PA

Project Member

Sept 2024-Present

- Selected to be a team member helping a local nonprofit, The Education Partnership (TEP)
- Interviewed TEP leaders on their day-to-day operations providing supplies to low-income schools
- Researched ways to improve TEP's connections to community donors and stakeholders
- Begun designing a marketing strategy and template for TEP's use

Impact CMU – an end-of-year showcase of student-led social impact projects

Pittsburgh, PA

Executive Board Member

Jan 2024-Present

- Selected to be an executive board member to organize the Impact CMU showcase
- Produced a website, registration form, and marketing materials in preparation for the showcase

Forward Solutions – a bookkeeping firm that serves non-profit organizations

Buffalo Grove, IL

Bookkeeping Trainee

Jan 2022-Aug 2024

- Entered bank deposits, credit card expenses, payroll data into QuickBooks
- Assisted in bank reconciliation and generated monthly invoices for each client

Pui Tak Center – a community center in Chinatown

Chicago, IL

Tax Assistant Volunteer

Jan 2022-Present

- Prepared tax returns for new immigrants and low-income families in Chicago
- Organized data collected and researched new tax laws when needed

Village of Riverwoods – a small local village

Riverwoods, IL

Media Technician

Apr 2023-Apr 2024

- Organized AV equipment to host live Zoom Meetings and record the Board of Trustee Meetings
- Enhanced documentation of live-streaming protocols and created a guide detailing the changes
- Supported two large meetings of over 100 attendees to ensure a board spectrum of public inputs were heard
- Conversated with the Mayor and other government officials regularly

Office of the Lake County Clerk – responsible for running elections

Lake County, IL

Ballot Issue Judge (2023) & Check-In Judge (2024)

Apr 2023 & 2024

- Checked-in voters and explained voting procedures in collaboration with another Election Judge
- Provided voters with election materials, including his or her ballot

HIGH SCHOOL ACTIVITIES

Transfer Student Program, Student Leader

Aug 2021-May 2024

- Led school tour and weekly lunch meetings, including inviting guest speakers
- Responsible for checking on new transfer students regularly

Print Media Club, Co-President

Aug 2022-May 2024

- Led weekly meetings for 40+ members
- Conducted outreach activities for middle and elementary school students

COURSEWORK: Regression Analysis, Business Leadership Endeavor I, Business Computing, Introduction to Accounting, Finance, Information Systems Milieux, Fundamentals of Programming and Computer Science

AWARDS AND HONORS: Tri-M Music Honor Society, AP Scholar with Distinction, SHS's Prominent Patriot Award for Good Character, InnerView Merit Community Service Award

SKILLS: MS Office, Google Suite, QuickBooks, TurboTax, Adobe (Photoshop, Illustrator, Lightroom)