

Celeste Seet

wseet@ucsb.edu • Santa Barbara, CA • (925) 235-9599 • [linkedin.com/in/celesteseet](https://www.linkedin.com/in/celesteseet)

EDUCATION

University of California, Santa Barbara
Bachelor of Science, Statistics and Data Science

Santa Barbara, CA | Expected: May 2022

Diablo Valley College
Associate of Science, Mathematics and Economics

Pleasant Hill, CA | Graduated: May 2020

WORK EXPERIENCE

Diablo Valley College: Economics Department

October 2019 – March 2020

Economics Tutor

- Coached upwards of 15+ tutees in their economics classes by reinforcing their conceptual knowledge of micro and macro economic theory
- Helped clarify any doubts by tutees with regards to their homework problems

Diablo Valley College: Career & Transfer Services

May 2019 – March 2020

Student Assistant

- Responsible for registering and filing on-campus college representative and employer visits, becoming the primary person-of-contact for representatives to the office
- Maintained the Career & Transfer Services webpage and ensured any updates to policy or events hosted are promptly broadcasted to site visitors
- Guided upwards of 15+ students daily with their academic development and different pathways into higher education through one-on-one visits
- Helped clarify career goals and navigate students in their search for job opportunities and internships based on their respective fields of interests and area of study
- Other duties include checking in and redirecting students to appropriate faculty and/or offices as well as the maintenance of official social media platforms

Diablo Valley College: Learning Center

August 2018 – August 2019

English Tutor

- Coached upwards of 30+ tutees in honing their knowledge of the English grammar and worked on expanding the vocabulary of ESL students
- Guided tutees through the process of developing and refining ideas for college-level essays

Controsys Engineering Pte. Ltd.

August 2016 – December 2016

Management Intern

- Assisted in the management of client relations and risk management policies for the company
- Worked collaboratively in developing and ensuring the quality product manuals for customers
- Assisted in the audit of the company's financial records for fiscal year 2016
- Maintained an optimal level of service to new customers, as well as assisted in overseeing in-bound and out-bound deliveries of customer's orders

SKILLS

Software: SQL, Tableau, Python, Word, Excel, Powerpoint, Google Drive, Canva, Photoshop, Lightroom, Illustrator

Languages: Fluent in English and Mandarin Chinese