

EDUCATION	<b>UNIVERSITY OF CALIFORNIA, BERKELEY</b>	Expected Graduation: August 2019
	Bachelor of Science in Environmental Economics and Policy, GPA: 3.428	
	<b>PASADENA CITY COLLEGE</b>	June 2017
	Associate of Arts in Natural Sciences, Cumulative GPA: 3.87 Honors: Dean's List (all semesters), Administrative Honors	
SKILLS	<b>TECHNICAL:</b> Atlassian Confluence, Google Analytics, Python, R, HTML, CSS, Excel, Stata, SQL, Adobe Photoshop, Google Suite <b>LANGUAGE:</b> Fluent in written and conversational Chinese (Mandarin), basic proficiency in Malay	
WORK EXPERIENCE	<i>UC Berkeley Klesis Christian Fellowship</i>	
	<b>Digital Marketing Intern</b> January 2019 – Present <ul style="list-style-type: none"> <li>Proactively identify and resolve issues impacting user experience for weekly traffic of around 600 visitors</li> <li>Generate engaging and relevant content for website to increase website traffic, with the current progress being a 45% increase in users since project implementation</li> <li>Analyze user engagement trend and user traffic flow using Google Analytics</li> </ul>	
	<i>UC Berkeley UCPATH (Payroll, Academic Personnel, Timekeeping &amp; HR) Project Team</i>	
	<b>Communications Assistant</b> April 2018 – July 2018 <ul style="list-style-type: none"> <li>Communicated complex technical changes to 31,000 UC Berkeley employees, managers and stakeholders regarding the new PeopleSoft HR software solution</li> <li>Developed team collaboration platform for 20 team members and improved internal communication using Atlassian Confluence, HTML and CSS</li> <li>Collaborated with business, functional and technical teams to update information on various communication platforms including Confluence Spaces, UCPATH Berkeley website and social networking sites</li> <li>Designed organizational materials with appropriate branding using Adobe Photoshop and Illustrator for background materials and communications collaterals</li> </ul>	
	<i>Pasadena City College Disabled Students Programs &amp; Services</i>	
	<b>Student Assistant</b> February 2017 – June 2017 <ul style="list-style-type: none"> <li>Actively communicated and coordinated with professors and students to arrange testing accommodations</li> <li>Managed 150 scheduling requests and conflict issues weekly through collaboration with proctoring team</li> <li>Handled administrative work regarding appointment scheduling and data entry</li> </ul>	
LEADERSHIP EXPERIENCE	<i>Malaysian Student Association at UC Berkeley</i>	
	<b>Secretary</b> April 2018 – Present <ul style="list-style-type: none"> <li>Analyze core issues for past years' events and consider members' feedbacks and insights for future event planning to improve quality of events and address members' concerns</li> <li>Coordinate with the executive committee to plan and execute bi-weekly events to improve interpersonal relationships of members and provide academic, housing and career advice for underclassmen</li> <li>Improve internal communication by documenting detailed minutes for team meetings</li> </ul>	
	<i>UC Berkeley Department of Electrical Engineering and Computer Science</i>	
	<b>Lab Development Academic Intern</b> January 2018 – May 2018 <ul style="list-style-type: none"> <li>Demonstrated programming concepts and techniques to around 30 students for weekly lab sessions, responded to students' enquiries and guided them in debugging and approach for constructing algorithms</li> <li>Created lab exercises and tutorials to explain and demonstrate programming concepts to students</li> <li>Ensured that labs projects are updated and functional weekly using Git and Github</li> </ul>	
	<i>National Assembly of Malaysian Students in America (NAMSA)</i>	
	<b>Programs &amp; Strategies Department Officer</b> February 2017 – April 2018 <ul style="list-style-type: none"> <li>Planned and executed professional development activities such as nationwide volunteering events and entrepreneurship summits for around 1,500 Malaysian students in the United States</li> <li>Managed event publicity for US-X entrepreneurship summit and successfully boosted participation rate by more than 50%, from 150 to more than 300 participants</li> <li>Organized career webinars with companies such as MoneyLion and Boston Consulting Group, while also managing technological setup</li> </ul>	
RESEARCH EXPERIENCE	<i>Honors Transfer Council of California (HTCC) Research Conference, UC Irvine</i>	
	<b>Presenter</b> April 2017 <ul style="list-style-type: none"> <li>Proposed to integrate Uber, Lyft and local public transportation (Metro) in Los Angeles via interagency collaboration</li> <li>Created a mobile application prototype as a proposed solution to promote sustainable commutes</li> </ul>	