JANICE JEA KOK

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EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY   Expected Graduation: August 2019
Bachelor of Science in Environmental Economics and Policy, GPA: 3.3
PASADENA CITY COLLEGE   June 2017
Associate of Arts in Natural Sciences, Cumulative GPA: 3.87
Honors: Dean's List (all semesters), Administrative Honors

SKILLS

TECHNICAL: Python, R, Excel, Stata, SQL, Google Analytics, HTML, CSS, Adobe Photoshop, Google Suite, Atlassian Confluence
LANGUAGE: Fluent in written and conversational Chinese (Mandarin), basic proficiency in Malay

PROJECT EXPERIENCE

Targeting Nutrition Deficiency in Tanzania (EEP 153)
Project Manager & Data Analyst Lead
- Compute nutrition outcome using linear programming given demand and nutritional adequacy ratio
- Analyze findings from data, infer trends and nutritional inadequacies from dataset
- Devise government policy targeting nutritional deficiency in Tanzanian villages using econometrics
- Create the demand system and nutrient system using household food expenditure and nutrition datasets

Yelp Maps Project (CS61A)
Project Co-Lead
- Create a *Voronoi diagram* spatial visualization of restaurant ratings using machine learning and the Yelp academic dataset
- Implement data abstraction to represent a restaurant and its corresponding features and *k-means algorithm* to group data points into clusters by determining their center positions
- Compute predicted ratings using least-squares linear regression based on users' existing restaurant ratings

WORK EXPERIENCE

UC Berkeley Regional Services Human Resources
HR Assistant   April 2019 – Present
- Assist in entry, update and audit of employee records using the employee database UCPath
- Process and resolve tickets in HR case management system, ServiceNow, assisting with clients' request
- Conduct word processing, information gathering and coordination with employees and supervisors

UC Berkeley Klesis Fellowship
Digital Marketing Intern   January 2019 – Present
- Proactively identify and resolve issues impacting user experience for around 600 weekly visitors
- Generate engaging and relevant content for website to increase website traffic, resulting in a 45% increase in users since project implementation
- Analyze user engagement trend and user traffic flow using Google Analytics to evaluate effectiveness and performance

UC Berkeley UCPath (Payroll, Academic Personnel, Timekeeping & HR) Project Team
Communications Assistant   April 2018 – July 2018
- Communicated complex technical changes to 31,000 UC Berkeley employees, managers and stakeholders regarding the new PeopleSoft HR software solution
- Developed team collaboration platform for 20 team members and improved internal communication using Atlassian Confluence, HTML and CSS
- Collaborated with business, functional and technical teams to update information on various communication platforms including Confluence Spaces and UCPath Berkeley website

LEADERSHIP EXPERIENCE

Malaysian Student Association at UC Berkeley
Secretary   April 2018 – May 2019
- 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
- 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

National Assembly of Malaysian Students in America (NAMSA)
Programs & Strategies Department Officer   February 2017 – April 2018
- Planned and executed professional development activities such as career webinars and entrepreneurship summits for 1,500 Malaysian students thru collaboration with MoneyLion & Boston Consulting Group
- Managed event publicity for US-X entrepreneurship summit and successfully boosted participation rate by more than 50%, from 150 to more than 300 participants