

JEAN TU

1492 W. 28th Street, Los Angeles, CA 90007
(408) 628-2439 | jeantu@usc.edu | www.linkedin.com/jeantu/

EDUCATION

University of Southern California

Viterbi School of Engineering

Bachelors of Science in Computer Science/Business Administration

Minor: Web Technologies and Applications

Los Angeles, CA

Expected Graduation: May 2018

RELEVANT COURSES

CSCI 103: Introduction to Programming

ITP 104: Web Publishing

CSCI 170: Discrete Mathematics in Computer Science

TECHNICAL SKILLS

- **Programming Languages:** C++, HTML5 and CSS
- **Platforms:** iOS, Windows, Ubuntu/Linux

WORK EXPERIENCE

Campus Job

Los Angeles, CA

Campus Representative

January 2015 - Present

- Motivate students to sign up for an account as an easier way to find campus jobs and internships around them
- Market the brand and familiarize students with the mission of Campus Job
- Communicate across functional groups to generate and implement ideas for problem solving
- Inspire and foster key campus relationships between students and various companies
- Advance interpersonal relationships when interacting with internal employees, external customers, and virtual team members

University of Southern California

Viterbi Admissions and Student Affairs Assistant

September 2014 - Present

- Assist the Director of Student Engagement and Career Connections in daily administrative tasks, email maintenance, and managing phone traffic
- Manage and updated the Viterbi undergraduate webpage
- Streamline advertisements for various Viterbi programs
- Provide customer service for students and staff utilizing the Viterbi Academic Resource Center

City of Campbell

Campbell, CA

Summer Day Camp Leader

Summer 2011 – Summer 2014

- Facilitated discussions, crafts, and social activities for summer campers ages: 5 -12
- Served as a mentor to summer campers and new summer leaders

EXTRACURRICULAR ACTIVITIES

Alpha Omega Epsilon

Professional Engineering Sorority

September 2014 - Present

- Executive Vice President
- Web Master

Women in Engineering

September 2014 - Present

Assistant Director

- Hosts events for neighboring high schools to get girls interested in Engineering
- Plan events and gather supplies needed to host Lunch and Learn events for women in engineering