

Jiayin Wu

Economics & Business | San Diego, California

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Education

University of California, San Diego

Bachelor of Arts in Economics

Minor: Business and Cognitive Science

La Jolla, California

Expected Graduation: 2020

- **Relevant Coursework:** Microeconomics / Macroeconomics / Econometrics / Principles of Accounting / Product Marketing and Management / Introduction to Computing / Enterprise Finance / Public Economics: Expenditures I / Industrial Organizational Psychology / Personal Ethics at Work

Work & Leadership Experience

Pacific Advisors

Financial Services Intern

San Diego, California

Feb 2019 – Present

- Attend client meetings and assist Certified Financial Planners with recording and transcription of meetings.
- Compile client documentations for Client Service Associate and aid in general office administrative needs.
- Prepare CFP marketing/speaker events, conduct research, and make outgoing calls to insurance companies.

UC San Diego Library

Lead Employment Services Assistant

Business & Employee Services Assistant

La Jolla, California

June 2018 – Present

Sep 2017 – Jun 2018

- Process payroll and sick leave calculations for about 400 staff and student employees on a biweekly basis.
- Manage travel/training funding requests and budget for staff as the student interim training coordinator.
- Lead recruitment for new student assistants and took charge of the student onboarding and training process.

Aldebaran Recruiting

Marketing and Human Resources Intern

San Diego, California

Jul 2018 – Sep 2018

- Assisted in social media and blog management by sourcing relevant articles and videos in the industry.
- Managed and updated the company database of client information using recruiting software such as Crelate.
- Conducted research on methods to improve company presence online through search engine optimization.

Tree San Diego

Project Management Intern

San Diego, California

May 2018 – Sep 2018

- Supported the administration of the Trējuvenation project in community outreach and awareness events.
- Organized database of the project information and related contacts using marketing platform, Hubspot.
- Researched IRS guidelines in conducting auctions and drafted the charitable receipt for receiving donations.

Phi Beta Lambda at UC San Diego

Marketing Committee Member

La Jolla, California

Oct 2017 – Jun 2018

- Explored aspects of marketing by promoting general meetings and conferences through social media.
- Collaborated as a committee to keep social media platforms (Facebook & Instagram) consistent.
- Designed apparels and conference name tags to promote and represent the organization professionally.

Skills

Languages: English, Chinese (Cantonese & Mandarin)

Software: Microsoft Office Suite, Mocha PPS, Visual Studio Code, Front End Web Development (HTML & CSS), Crelate, Hubspot, DocuSign, Photoshop, Living Balance Sheet