

JODI ROE

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EDUCATION

University of California, San Diego

Expected Graduation: June 2025

Bachelor of Science, Cognitive Science with a Specialization in Design and Interaction

- 3.90 GPA, Provost Honors
- **Relevant Coursework:** Intro to Computing, Accelerated Intro to Programming, Design Research and Criticism

WORK EXPERIENCE

UCSD Seventh College Residence Life | San Diego, CA

Office Assistant

September 2022 – Present

- Communicate by phone, email, and in person with 15+ students, staff, and guests by answering general questions, assisting with residents' move-in/out process, and directing students to available campus resources
- Produce graphics utilizing Canva for newsletters sent to 400+ residents and posters displayed in office bulletin
- Use Google Sheets to track resident and commuter information, lockouts, and game room equipment checkouts
- Maintain confidentiality by upholding FERPA guidelines when handling personal student information

Kobeissi Properties | La Canada Flintridge, CA

Secretary

June 2020 – July 2021

- Designed monthly listing advertisements published in newspapers *Chosun Daily*, *The Korea Daily*, and *Korea Times*
- Created various mock-up flyers, postcards, and brochures for direct mail and property tours for open listings
- Strengthened professional communication with agents, escrow officers, editors, and clients by phone and email
- Optimized the office's filing system by digitizing all paperwork, reducing time spent searching for necessary files

COMMUNITY INVOLVEMENT

Product Space | San Diego, CA

Product Marketing Fellow

November 2022 – Present

- Selected out of 150 applicants to undergo 10-week product marketing curriculum and will collaborate as a product marketer with a team of product managers and product designers on a Capstone project

National Honors Society | La Crescenta, CA

Service Event Coordinator

August 2020 – June 2021

- Planned and researched 5-10 COVID-safe service events every month for NHS members to participate in
- Coordinated with student-led mobile book drive for a local elementary school resulting in ~450 donations
- Partnered with the environmental club for 3 recycling drives and raised ~\$700 donated to One Tree Planted

Link Crew | La Crescenta, CA

Co-President, Link Leader

August 2020 – June 2021

- Led campus tour for group of 10 freshmen and guided ice-breaker activities and games for freshman orientation
- Collaborated with board members and advisor to organize Link Crew's first remote orientation and activities

SKILLS & INTERESTS

Skills: HTML/CSS, JavaScript, Bootstrap, Python, Java, surveying, low-fidelity prototyping

Tools: Figma, Chrome Inspector, Canva, Microsoft Suite (PowerPoint, Word, Excel, Outlook), Google Suite

Interests & hobbies: Scrapbooking, journaling, video editing, skincare, second-hand fashion, personality tests