

JORDAN A. YAU

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EDUCATION

Boston University College of General Studies; Boston, MA

Expected May 2022

Relevant Coursework: Introductory Microeconomic Analysis

WORK/INTERNSHIP EXPERIENCE

MUJI USA; Palo Alto, CA

Aug 2018 to Dec 2018

Sales Associate

- Achieved sales by providing product knowledge from nationwide store database and
- Designed and implemented system for over \$7,000 worth of back-order items
- Improved overall customer satisfaction, store ranking rose from thirteenth to second in nation

University of California Santa Cruz Science Internship Program; Santa Cruz, CA

Jun 2017 to Aug 2017

Laboratory Assistant/Intern

- Assisted graduate students in experimenting the effect of pretesting on memorization
- Facilitated experiments with over 200 participants and compiled findings for advisors
- Analyzed research data and created presentation of experiment findings to draw conclusions

LEADERSHIP EXPERIENCE

Paintbrush – Castilleja School yearbook; Palo Alto, CA

Sept 2014 to Jun 2018

Editor in Chief, Staff Editor

- Oversaw yearbook staff of 25 and coordinated logistics to meet publication deadlines
- Designed layouts and contributed written sidebars and captions
- Enhanced quality of yearbook and reorganized structure of leadership

Counterpoint – Castilleja School newspaper; Palo Alto, CA

Sept 2014 to Jun 2018

Sports Section Editor, Staff Writer

- Collected information and interviews to write monthly articles
- Supervised section writers, created article prompts, and revised completed articles
- Revitalized Sports Section and developed efficient process for article development

Castilleja Peer Advisor Program; Palo Alto, CA

Sept 2018 to Jun 2018

Peer Advisor

- Selected as one of eight students by faculty to guide ninth grade students through first year of high school
- Planned and organized grade-wide events including retreat, facilitated emotional-social-learning discussions
- Mentored students and provided connections between new students and rest of school community

Castilleja School Varsity Teams (Tennis, Basketball, Softball)

Sept 2014 to May 2018

Captain & Team Member

VOLUNTEER EXPERIENCE

Self Help for the Elderly, Lady Shaw Senior Center; San Francisco, CA

Nov 2014 to Nov 2018

Volunteer

- Served and assisted senior center residents, providing meals during winter season
- Coordinated dining logistics for the elderly, including food service, maintenance, and hospitality
- Managed events for over 3,000 individuals and improved relationships between organization and seniors

VOLUNTEER EXPERIENCE

Technical Skills: Microsoft Word, PowerPoint, Excel, Apple iMovie

Language: Basic Spanish, Conversational Cantonese

Interests: Travel, Basketball, Stand-up comedy