

KATHLEEN K. LEUNG

10823 Portofino Lane, Riverside, CA 92503 | (626) 377-1628 | kathleenleungky@gmail.com

OBJECTIVE

Passionate about new ideas that bring new insights to develop innovative solutions. Always looking for new opportunities to grow and exciting challenges to overcome.

EDUCATION

University of California, Los Angeles

Bachelor of Arts (B.A.) in Linguistics; Specialization in Computing

Major GPA 3.69

Los Angeles, California

Class of 2017

- Relevant Coursework: Introduction to Computer Science I & II, Discrete Mathematics, Semantics I & II, Syntax I & II, Computational Linguistics, Phonology, Language Development, Language Processing, Psychology, Cognitive Science

WORK EXPERIENCE

Baby Trend Inc.

Human Resources Assistant

Ontario, California

February 2018 – May 2019

- Act as a liaison HR assistant between subsidiary company (Baby Trend, Inc.) and holding company (Alpha Group, Inc)
- Participating in recruitment effort, posting job ads, review resumes, scheduling job interviews, communicate with external client, contractors, sub-contractors, vendors for W-9s and processing new hire paperwork (W-4 & I-9 Forms)
- Processing payroll, which includes ensuring vacation and sick time are tracked in the ADP payroll system
- Compiling upper management reports, help editing and reforming company policies/handbook

Snap. Inc

Content Review Associate

Marina Del Ray, California

October 2017 – August 2018

- Collaborate with the Location Content team to identify and categorize subjects or themes in Snaps from Snapchatters, publishers, and more
- Using Snap tools and our best knowledge to verify the location in Snaps effectively and correct place informations quickly along with the engineering team
- To identify where snaps are taken and to improve user experiences by creating better stories for those locations

UCLA Department of Linguistics

Research Assistant

Los Angeles, California

March 2017 – June 2017

- Build a linguistic database of the syntactic and semantic properties of the world's languages that can support current and future theoretical development (SSWL/Terraling)
- Computational tasks include automating searches, creating scripts, develop search/mapping functions, and help preparing web materials that show how to navigate the database

UCLA Department of Development – UCLA FUND

Work Study Administrative Assistant

Los Angeles, California

October 2016 – June 2017

- Assist with generating reports, conducting data quality review and geofilter quality review
- Handle daily clerical tasks: answer phone calls, processing money donations
- Providing other operational support and assist with logistic with photo and video shoots

UCLA Department of Applied Linguistics

Work Study Administrative Assistant

Los Angeles, California

March 2014 – June 2014

- Responsibilities included filing, answering phone calls, faxing, delivery, scanning orders and sorting mails
- Maintained a welcoming, professional environment by ensuring neatness in the office

SKILLS

- Bilingual in English and Chinese Mandarin/Cantonese (*proficient*)
- Intermediate skills in Visual Studio 2015 C++, Haskell, HTML5 and CRM
- Knowledgeable in Windows, Outlook Hotmail and Microsoft Word, Excel, PowerPoint
- Good interpersonal skills and ability to multitask