**RAYMOND CHEN**

Email: C.Raymondchen@gmail.com

**EDUCATION**

Boston Latin School Boston, MA

College preparatory Curriculum, Class of 2016

Course load includes AP classes

University of Massachusetts Dartmouth 2016 - Present

**HONORS AND AWARDS**

National Latin Exam

Designed new logo and jerseys for boys crew

**WORK EXPERIENCE**

June 2016 - August 2016 **State Street Intern** - State Street Corporation Boston, MA

* Worked in State Street Global markets to help and prepare client information.
* Managed communication between various people and offices
* Worked with large databases and datasets in order to maintain accuracy and readability of crucial databases

September 2018 - Present **Color Print Lab Assistant** - UMass Dartmouth Print Lab North Dartmouth

* Manage the various printers
* Manage the transactions and payments for prints
* Maintain lab space and make sure all facilities are secure upon closing

**VOLUNTEER EXPERIENCE**

June 2014 - August 2014  **Classroom Helper** - ABCD Boston, MA

* Supervised children 3-6 years old
* Facilitated teachers when going to playground
* Sorted and shredded papers in office

September 2014 - 2016 **Praefect (Library Aid)** - Boston Latin School Boston, MA

* Assist in attendance when checking people in
* Work at circulation desk to check in or check out books
* Shelve and organize books

**EXTRACURRICULAR ACTIVITIES**

September 2015 - 2016 **Club Office**r - BLS E Sports association, BLS Boston, MA

September 2014 - 2015 **Vice-President** - League of Legends Club, BLS Boston, MA

* Keep track of events and plan future events for club, such as tournaments

December 2014 - 2015 **Co Vice-President** - BLS E-Sports Association, BLS Boston, MA

September 2009 - Present **Brass Player** - Boston Latin School Boston, MA

* Perform at various concerts and events

**SKILLS**

**Computer:** Proficient in Microsoft Word, Powerpoint & Adobe Photoshop

Beginner in Adobe After Effects & Sony Vegas Pro