

# Andrea Tai

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## Education

Month - Year

### Santa Clara University

Sept 2016 - Expected 2020

*Bachelor of Arts in Economics, Minor in Management Information Systems*

Relevant Coursework: Principles of Marketing, Financial Accounting I, Contemporary Business Issues, Principles of Micro/Macroeconomics, Ethics in Business, Management of Organizations

## Experience

### Seagate Technology

Cupertino, CA

*University Relations & Talent Acquisition Intern*

June 2019 - Aug 2019

- Organized events and coordinated for on-site and campus events
- Responsible for creation of UR branding materials and global social media outreach
- Coordinated diversity outreach to target universities

### ARRIS Group Inc.

Sunnyvale, CA

*Sales Operations Intern*

June 2018 - Aug 2018

- Use Salesforce.com and Microsoft Office products to help drive sales processes and improve process efficiencies
- Engage both Business Systems Analyst, Salesforce.com team, and Data Governance team

### Spoon University - Santa Clara University

Santa Clara, CA

*Social Media Marketing Manager*

Oct 2016 - Present

- Coordinated and assembled speakers through multiple applications and interviews
- Generated 1,000 followers to achieve a 20% growth in audience

### Santa Clara University

Santa Clara, CA

*Welcome Weeks Coordinator*

May 2017 - Present

- Organized programs and activities around move-in schedules for incoming freshmen
- Generated marketing strategies to promote programs during welcome weeks
- Designed program booklets

### Santa Clara University, Mechanical Engineering

Santa Clara, CA

*Student Assistant*

Jan 2018 - Present

- Manage department website
- Responsible for performing daily duties in the Mechanical Engineering department
- Organize department events

### Santa Clara University Women's Basketball

Santa Clara, CA

*Manager*

Jan 2018 - May 2019

- Responsible for assisting the Santa Clara Basketball Coaches with daily operations
- Manage all things vital for the Women's Basketball team

### TEDxSantaClaraUniversity

Santa Clara, CA

*Co-President / Director of Marketing*

Jan 2017 - May 2018

- Coordinated and assembled speakers through multiple applications and interviews
- Selected and created the executive board team through applications and interviews
- Designed posters and programs for event, engineered the organization's website

## Skills and Interests

**Languages** English (Native), Mandarin (Native), Taiwanese (Intermediate), Spanish (Intermediate)

<b>Skills</b>	Adobe Photoshop	Adobe InDesign	Windows	Word	PowerPoint	Android	90WPM Typist
	Adobe Lightroom	Salesforce.com	OS X	Excel	OneNote	iOS	<b>TV Shows</b>
<b>Interests</b>	Photography	Snowboarding	Cooking		Travelling		Friends
	Videography	Skiing	Music		Jigsaw puzzles		Grey's Anatomy