

Andrea Tai

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Education

Month - Year

Santa Clara University

Sept 2016 - Expected 2020

Bachelor of Science in Commerce

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

Experience

ARRIS Group Inc.

June 2018 - Aug 2018

Sales Operations Intern

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

Santa Clara University Women's Basketball

Jan 2018 - Present

Manager

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

Spoon University - Santa Clara University

Oct 2016 - Present

Social Media Marketing Manager

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

Santa Clara University

May 2017 - Present

Welcome Weeks Coordinator

- 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

Jan 2018 - Present

Student Assistant

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

TEDxSantaClaraUniversity

Jan 2017 - May 2018

Co-President / Director of Marketing

- 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

Santa Clara University Loyola Leadership Council

Sept 2017 - June 2018

Director of Marketing

- Designed posters for numerous events
- Coordinated bi-weekly social events for over 250 residents
- Responsible for communicating event information and promotions via Facebook page

Skills and Interests

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

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