

**Ella Song**  
**Product Manager and Operations Associate with Engineering and I/O Psych background**  
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## EDUCATION

[linkedin.com/in/ella-song/](https://www.linkedin.com/in/ella-song/)

**City University of New York, Hunter College**

**New York, NY**

*Bachelor of Arts in Computer Science and Psychology, focus study in Studio Art*

*December 2024*

## SKILLS & CERTIFICATIONS

**Certifications:** Google UX Design Certificate, Human Subjects Research, Certified Nursing Assistant, CPR Certified

**Software/Platforms:** Adobe Suite, Microsoft Suite, Google Suite, Blender, Angle 3D, Unity, Canva, Figma, Salesforce, Jira, Notion

**Programming:** Python, C++, HTML, CSS, Javascript, SQL, MIPS, MATLAB, R, React

**Languages:** Mandarin (Fluent), Spanish (Basic)

## WORK EXPERIENCE

**Blackstone | CUNY Launchpad Intern**

May 2024-Present

- ★ Selected for a dual internship with placement in Blackstone portfolio companies; matched with the fashion technology sector.
- ★ Received personal mentorship across C-Suite, Operations, and Analytics departments.

**WEST X EAST | Operations Intern** | <https://westxeast.com/>

May 2024-Present

- ★ Performed UX evaluations of the website using Figma and Shopify Liquid CSS, redesigning the product gallery and home page.
- ★ Conducted regular maintenance of eCommerce markets Ebay, Etsy, Depop, and Pickle, achieving 35% of total quarter sales.

**Kodely | Content Lead Intern**

December 2023-May 2024

- ★ Conceptualized STEM content for K-5 students using the Makecode Arcade Platform, Canva, and Microsoft Suite.
- ★ Lead classes of 30 2<sup>nd</sup> graders in basic mechanical engineering exercises, guiding them through basic coding and math.

**Sadie Nash Leadership Project | Data Engineering Intern**

January 2024-May 2024

- ★ Spearheaded database restructuring project, using Salesforce, Python, and Excel to process and clean decades of SNLP data.
- ★ Facilitated organizational shift to Salesforce, allowing for 34% increase in efficiency compared to other CRM methods.

**QueerAthena | Web Development/Operations Associate** | <https://www.queerathena.com/>

June 2023-July 2024

- ★ Partnered with the cofounder of a queer event planning LLC to design and manage a website with ecommerce capacity.
- ★ Doubled event ticket sales and increased visits to Instagram by 34% within 60 days using the new platform.

**Go! Magazine | Event Marketing Intern** | <https://gomag.com/>

June 2023- July 2024

- ★ Produced and curated engaging photo content for social media platforms, such as Instagram. Generated three dozen permanent posts, achieving a cumulative reach of over 500,000 views and garnered 50,000 likes.
- ★ Collaborated with 10 different venues, engaging with an average of 200 attendees per event, and Pride Month sponsors Garnier.

**Sportico | Event Operations Intern**

September 2023 – December 2023

- ★ Contributed to the success of a high-profile conference series involving 400 attendees, bridging the worlds of tech and sports.
- ★ Supervised event accessory creation and leveraged Swoogo software to expedite guest check in compared to manual methods.

**Fiber Femme | Founder**

May 2014-Present

- ★ Launched and managed an online store on Depop, specializing in handmade sustainable goods and securing 80% profit margin.
- ★ Highlighted in September 2023 Issue of Material Grrrlz Magazine as top designer for fall knitwear.

**Chen Design Company | Project Manager** | <https://www.tinachendesigns.com/>

June 2014 – November 2022

- ★ Managed the creation of luxury linen products through owning the inventory, budgeting, and production cycle.
- ★ Achieved over \$70,000 in cumulative sales through strategic planning and sales efforts during the annual convention season.
- ★ Served as point of contact for major distributors Saks Fifth Avenue, Bergdorf Goodman, Over the Moon, and Bloomingdales.

## PROJECTS

[github.com/dumplingpleats](https://github.com/dumplingpleats)

**Calming Simulation Site | HTML, CSS, JavaScript, Figma** | <https://github.com/dumplingpleats/Zen-Website>

June 2024

Created a web app with various stims such as sound and text visualization, using design to promote mental health and accessibility.

**Personal Portfolio Website Template | HTML, CSS, JavaScript, Figma** | <https://github.com/dumplingpleats/UXportfolio>

May 2024

Created a one-page UX portfolio site and logo with media queries and interactive elements, focusing on simplicity and impact.

## LEADERSHIP EXPERIENCE

**Bloomberg | BASTA Mentee**

August 2023–January 2024

One of 50 students selected to be mentored under senior engineers in rigorous fall and winter mentorship. Paired with Head of Derivatives.

**Women in Computer Science | Secretary** | <https://wicshunter.github.io/WiCS-Website/>

August 2023– Present

Managed Instagram, Discord, and Gmail channels, fielding communication from students and organizations to further WiCS' mission.

**Rho Psi Eta | Webmaster** | <https://rhopsietahunter.wixsite.com/rpeh>

August 2021– August 2022

Promoting sorority events through strategic management of existing web pages and social media, increasing event participation by 50%.