

Lucia So

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EDUCATION

University of California, Davis

Bachelor of Arts in International Relations

September 2009 – June 2013

Minors in Economics and Political Science

WORK EXPERIENCE

Trapeze Ltd.

Post-production Coordinator & Office Manager

Sacramento, CA

March 2013 – Present

- Responsible for coordinating and acting as liaison between our editors and client's projects.
- Make necessary crew arrangements with talent, camera crew, make-up artists for production projects.
- Manage the company's social media presence and marketing with Facebook, Twitter, YouTube, and LinkedIn.
- Manage the physical office by acting as receptionist, maintaining supplies and equipment, and accounting for all project and client related expenses.

Bryant Christie Inc. International Affairs Management

International Trade & Marketing Intern

Sacramento, CA

December 2012 – March 2013

- Researched trade policies in order to eliminate trade barriers and provide market access for clients to export their goods.
- Maintained and updated online databases and newsletters specifically tailored for clients containing information about access opportunities and threats to their products in international markets.

United States Embassy of Singapore

Foreign Commercial Service

Singapore, Singapore

August 2012 - September 2012

- Authored an Information and Communication Technology industry market report in Singapore for the financial year of 2012, which detailed the industry's potential opportunities, government plans, and advise how U.S. companies can enter the market.
- Managed meetings between foreign and local businesses seeking opportunities in Singapore.
- Provided clients with export and import requirements, licenses, and other documentation required by the Singapore government.

World Vision Taiwan

International Programs Group Assistant

Taipei, Taiwan

June 2012 - July 2012

- Researched the social, cultural, structural, and institutional problems of India's primary education system in order to implement long-lasting processes of reform.
- Organized and attended a ceremony in which we systematically and efficiently handed over newly constructed houses to Typhoon Morakot victims in the remote village of Gaoshi in Southern Taiwan.
- Wrote marketing articles and reports geared to influence the perspectives of Taiwan's general perception of International poverty in attempt to spark their interest in humanitarian aid.

William R. Ridgeway Family Relations Courthouse

AmeriCorps JusticeCorps Intern

Sacramento, CA

September 2011 - April 2012

- Undergo intensive training in family law, small claims, and housing law before being placed in legal self-help centers to provide legal information to self-represented litigants.
- Provided one-on-one direct service to litigants; facilitated restraining order workshops for victims of domestic violence and ensured self-represented litigant correctly filled out their legal forms and understood court procedures.

California State Senate

Legislative Intern for California 36th District State Senator, Joel Anderson

Sacramento, CA

January 2011 - June 2011

- Introduced bill SB903--Retirement Systems and Divestment in Iran, to the California State Senate. Conducted research for prospective bills and legislation
- Addressed constituent concerns, facilitated meetings with lobbyists, interest groups and constituents. Relayed information between politicians

SKILLS & INTERESTS

- **Languages:** English (Native), Mandarin (Fluent), Cantonese (Proficient)
- **Professional:** Teamwork, Social Media Marketing, Social Networking, Market Research, Public Relations, Press Relations, Business administration, Event planning, Public Policy, Customer service
- **Technical:** Microsoft Office, Excel, Power Point, Outlook/Entourage, Bridge, Adobe Photoshop, Basic HTML, and Social Media.
- **Interests:** Travelling, hiking, volleyball, photography, history, and current affairs.