

VERA WONG

Oakland, CA | verwon387@gmail.com | (510) 393-7978

EDUCATION

Berkeley City College | Berkeley, CA

Expected Graduation Date: June 2022

Overall GPA: 3.91, Major GPA: 4.00

Major: *Economics*

SKILLS

- Fluent in verbal Cantonese & Mandarin
- Microsoft Office Suite(Word, Excel, PowerPoint), Google Suite(Docs, Sheets, Drive), Weebly, Prezi, Zoom

PROFESSIONAL EXPERIENCE

City of Berkeley - Office of Economic Development | Berkeley, CA

September 2019 - December 2019

Commercial Real Estate Intern

- Assisted the Project Coordinator in managing the City of Berkeley's Office of Economic Development Vacancy database
- Completed fieldwork and conducted data analysis of current businesses in all 6 districts of Berkeley to analyze corporate development in various industry sectors
- Utilized data analysis tools to create spreadsheets and visual diagrams to compare each district and examine Berkeley's overall economic growth - produced annual reports on social mobility for the City of Berkeley's Economic Dashboard

Oakland City Hall | Oakland, CA

June 2018 - September 2018

Administrative Secretary

- Catered to the needs of 15-20 constituents per day with utmost discretion and helped direct them to services and coordinate meetings with their council member
- Assisted with a variety of administrative duties and maintained accurate data collection, allowing city to secure funding
- Mastered business etiquette and established relationships with staff and council members by shadowing meetings and networking

District Attorney's Justice Academy | Oakland, CA

January 2018 - July 2018

Intern

- Learned about public policy and current justice system by participating in seminars regarding public education reform, citywide poverty, social justice, environmental crimes, immigration laws, and human trafficking.
- Worked with team of four to research and develop a middle and high school curriculum to combat human trafficking dangers and raise awareness of the risk factors and the cautionary and legal measures that should be taken

LEADERSHIP & COMMUNITY EXPERIENCE

The Street Smarts | Oakland, CA

October 2019 - Present

VP of Finance - Junior Committee Board

- Gain leadership experience through a non-profit organization by providing disadvantaged students majoring in Business and Finance related majors with career exploration and internship opportunities.
- Create & manage budget for conferences & competitions along with programs centered around capital gain
- Establish parameters to deliver financial reports to Executive TSS Board in order to gauge financial success

Students Rising Above - Summer Leadership Program | San Francisco, CA

June 2019 - August 2019

Leader

- Collaborated with Google employees and a team of six college students at SF Google Community Space to share ideas and contribute to the successful launch of our own passion project

AWARDS & AFFILIATIONS

SOAR (Students Online Achieving Results) | May 2018 - Present

Out of 150 students who applied, I was 1 of 50 Scholars chosen to participate in a virtual advising program for students at 25+ colleges nationwide focusing on career success upon college graduation

Honor Roll, Berkeley City College | 2018 - Present

Maintained a 3.9+ GPA while taking 25 units in Fall 2019 and interning for the City of Berkeley, 15 hours a week