

EDUCATION

UNIVERSITY OF NORTH CAROLINA at Chapel Hill – Chapel Hill, NC May 2024
Journalism; Computer Studies (BA); Chinese (minor)

- GPA 3.678
- Relevant Coursework: Writing and Reporting, Intro to Digital Storytelling, Intro to Programming and Data Science

NORTH CAROLINA SCHOOL OF SCIENCE AND MATH (NCSSM) – Durham, NC May 2020
High School

- Cumulative GPA: 4.7
- Relevant Coursework: Intro to Web Development, Graph Theory, Intermediate Chinese

EXPERIENCE

STONE & LEAF CAFE – Chapel Hill, NC September 2021 - Present
Barista/Cashier

- Prepare and serve a variety of hot and cold food and drink items following prescribed recipes and techniques
- Take 50+ customer orders and convey them to other employees for preparation; assist them during high volume orders
- Anticipate customer and store needs by constantly evaluating and assessing the environment for cues
- Set up or restock food and drink supplies and maintain clean workspace for continued fast service capabilities

DEPARTMENT OF ANTHROPOLOGY – Chapel Hill, NC January 2021 - Present
Office Assistant

- Maintain the departmental office to create a welcoming atmosphere; receive and distribute mail and packages to faculty and grad students; scan and format physical texts to pdf form for faculty and classroom use
- Review and verify faculty financial accounts for the 2020 fiscal year and cross-check them with proof of documentation
- Design 15+ flyers for the Department of Anthropology Colloquium that were emailed to all anthropology students
- Transcribe 1hr + research interviews for departmental research projects; Enter 5-yrs worth of data from research study

LEADERSHIP AND COMMUNITY INVOLVEMENT

VISION MINISTRY (VM) – Raleigh, NC August 2021 - Present
VM Council

- Manage administrative logistics of event planning, including registration, ride coordinating, and scheduling through constant communication to smoothly run special events and welcome all members
- Facilitate events (i.e., welcome night, game night, retreat) for almost 30 college students

CIRCLE K INTERNATIONAL – Chapel Hill, NC April 2021 - Present
Secretary

- Connect executive members with committee and general members through monthly meetings and follow-up emails
- Document minutes and member attendance for 50+ members; record and verify their hours
- Maintain spreadsheet for volunteer hours and 27 volunteer opportunities offered to students

CHINESE TEACHING ASSISTANT (TA) – Durham, NC August 2018 - March 2020
Teaching Assistant in Language

- Tutored students weekly to increase student success and score on vocabulary quizzes
- Hosted meetings with 10+ students to rehearse and record Chinese song covers and instrumentals for class
- Assisted teacher in planning and accommodations for hosting 20+ Chinese international student guests

KEY CLUB – Fayetteville, NC August 2016 - March 2020
Member, Upperclassmen Historian, Secretary

- Fulfilled 50+ hours of service and donations by hosting fundraisers and drives
- Organized bi-weekly volunteer opportunities for 100+ members; implemented several service projects

ADDITIONAL INFORMATION

- Fluent Korean; Conversational Mandarin; Python
- Proficient with MS Office, G Suite, WordPress, Canva, Python, HTML/CSS