

First Name Last Name

[email address](#) | www.linkedin.com/

EDUCATION

Suffolk University

May 2019

Bachelor of Science - Government, Concentration in Law & Public Policy

Minor - Foundations of Business

Student Involvement:

- Suffolk University Honors Symposium (*May 2018*)
 - Poster presentation based on paper written about the relationship female characters had with fashion in the 1960s in shaping their roles based on the television show, *Mad Men*
- Government Student Research Conference Steering Committee Member (Feb - Apr 2018)
 - Worked with Government Department professors, staff members, and students
 - Marketed the conference using Instagram to increase participation and awareness
 - Used software to design t-shirts and posters to promote the conference

EXPERIENCE

City Hall: Boston, MA

Jan 2018 - Aug 2018

Intern for the Office of At-Large City Councilor Michael F. Flaherty

- Assisted with review of legislative matters that were assigned to respective Committees - particularly, matters that were assigned to the Committee on Government Operations (Chaired by Councilor Flaherty)
- Assisted with relevant research and drafted talking points on matters that were discussed at City Council sessions and Committee hearings
- Processed correspondence - including City Council Resolutions/In Tributes, along with follow-up on communications received on community developments.
- Responded to constituent concerns regarding legislative matters, neighborhood affairs, and citywide issues.
- Researched topics and areas of interest for weekly council meetings in order to help the councilor and inform the staff or public
- Drafted talking points for the Councilor and hearing orders for the staff
- Interacted with the public to address constituent issues and passed along to Constituent Services director

Suffolk University Government Department: Boston, MA

Sep 2016 - May 2018

GVT Ambassador

- Performing general office duties which include printing, filing, scanning, and distribution of mail to professors
- Interact with Government and Law Undergraduate major students
- Designs promotional materials for various on-campus events using Canva

COMMUNITY INVOLVEMENT

YMCA International Learning Center: Boston, MA

Oct 2018 - Dec 2018

Marketing Volunteer

- Collaborated with Marketing Coordinator to create promotional materials
- Used Excel for data analysis and reporting to help teachers and staff create classes based on students' preferences
- Prepared informational presentations for students to view at front desk
- Performed general office duties

Chinese Progressive Association: Boston, MA

Jan 2013 - Dec 2017

Volunteer

- Collaborated with the Chinese Youth Initiative, which includes high schoolers from the Greater Boston Area and beyond
- Educated elderly on voting and tenant rights
- Participated in door knocking and phone banking during election season (national and local)
- Took part in various projects and rallies such as Youth Pass (2013) and Renter's Action (2017)

Committee Member of the Chinatown Library Committee

Oct 2014 – Mar 2016

- Coordinated "Library for a Day" event with seven other interns (Aug 16 & 18, 2015)
- Presented the community vision bilingually to community members, the Boston Public Library Branch, Boston City Councilors and Mayor's staff (June 8, 2015)
- Helped facilitate focus groups with parents, students and elderly on what they wanted for the Chinatown Library (months of March to May 2015)
- Planned Halloween library event (Oct 21, 2014)
 - Passed out free books to students at Josiah Quincy Elementary School
 - Received signatures in support of the library from members of the community

SKILLS

Languages

- English (*native*)
- Cantonese (*native*)
- Mandarin (*proficient*)

Software

- Photoshop (*basic*)
- R-code (*basic*)