

Tiffany Chen

Education

<i>Abraham Lincoln High School</i> GPA: 3.83 Expected Graduation: May 2017	San Francisco, CA	
<i>City College of San Francisco</i> Fieldwork in Fashion Merchandising 2015 Summer Semester Operations of Small Businesses 2016 Spring Semester	San Francisco, CA	6 – 7/2015 2– 5/2016

Work Experience

High School Poll Worker Program, San Francisco Department of Elections <ul style="list-style-type: none">Assembled and packed equipmentPosted and took down postersKept records on who votedInformed voters how they should voteSorted and counted the ballots	San Francisco, CA	11/2016
Summer Gardening Program, Enterprise for High School Students <ul style="list-style-type: none">Worked with San Francisco Recreation & Parks in landscaping projectsWorked in Buena Vista Park, Botanical Garden, and Stow LakeLead tour of Buena Vista park and daily routines	San Francisco, CA	6 – 7/2016

Volunteer Experience

Library Helper, West Portal Library <ul style="list-style-type: none">Updated event board and request shelvesSorted and shelved books, DVDs, and CDsCleaned and fastened barcode strips on the booksOrganized books submitted in the drop box	San Francisco, CA	8/2012 – 1/2013
Kodomo no Hi Volunteer, SFUSD <ul style="list-style-type: none">Assisted in activityPromoted Japanese language classes in public schoolsAid in booth clean up	San Francisco, CA	5/2016

Activities

Student/Junior Editor of Yearbook Elective, *Herbert Hoover Middle School*
Academy of Finance Student, *Abraham Lincoln High School*
Member of Enterprise for High School Student (youth employment program)
JETS: Japan – Ecuador Earthquake Relief Fundraiser, *Abraham Lincoln High School*
The Dream Team Future Project, *Abraham Lincoln High School*

Achievements

Engineers Alliance for the Arts Student Impact Project President's Award
Poem, "Me", published in *A Celebration of Poets, Spring 2015*
Completion of Enterprise for High School Students Pathways Program 2015 Fall Cycle
Abraham Lincoln High School Japanese Language Award

Skills

Microsoft Word/PowerPoint/Excel – Basic Proficiency
Japanese – 3 years of High School Courses
Violin for 2 years, Viola for 2 years, Piano for 1 year
Google Application