

Lynne Le

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EDUCATION	University of California, Irvine B.A. International Studies, B.A. Anthropology Minor in Asian American Studies GPA: 3.64, Dean's Honor List - 7 quarters Honors Thesis: Understanding Racial Microaggressions in the Asian-American Community	June 20XX
RESEARCH	University of California, Irvine Summer Undergraduate Research Opportunities Program (UROP) Fellowship Scholar <ul style="list-style-type: none">Conducted research involving understanding creativity in adolescentsObserved pictorial representations of words drawn by adolescents in China and the United States and transferred coded data into SPSSResearched migrants' creativity toward adapting to new environmentsPresented poster of research to students and faculty members at Summer Research Symposium	June 20XX – August 20XX
WORK EXPERIENCE	Asian Pacific American Legal Resource Center - Washington, DC Program Assistant Intern <ul style="list-style-type: none">Researched and coordinated the Chinese senior community clinic in Germantown, MDConducted client intake on the bilingual hotline to help clients in matters involving domestic violence, employment, immigration law, and other legal issuesAttended various conferences on legal advocacy and documented client information on Kemp's Software Data Network	September 20XX - December 20XX
	Office of Research & Graduate Studies - University of California, Irvine Student Assistant III <ul style="list-style-type: none">Managed Reimbursement Form 5 for budget database, Microsoft Excel for data entriesDesigned flyers with Microsoft Word to promote UC LEADS information sessions and awareness campaigns, and generated evaluation formsFormulated three portfolios for Office of Graduate Studies' undergraduate programs	May 20XX - September 20XX
	Office of financial Aid & Scholarships - University of California, Irvine Financial Aid Peer Advisor <ul style="list-style-type: none">Supported students regarding their financial aid files, operated phones, handled mail production and distribution, and met all deadlinesUsed Infamous & Liberty software to input award letters, electronic fund transfers, loan promissory notes, send back letters, and other selections on both databases	September 20XX - June 20XX
LEADERSHIP EXPERIENCE	Counseling Center - University of California, Irvine Counseling Public Liaison And Networking Team (PLANT) , September 20XX - Present <ul style="list-style-type: none">Formulate a coalition to advocate for the Counseling Center against the stigma and social fears of interacting and seeking counseling Associate Coordinator , September 20XX - June 20XX <ul style="list-style-type: none">Mentored nine succeeding educators by providing weekly training and ongoing guidanceServed as a budget analyst for the Peer Program, managing a budget of around \$2000 Peer Educator , September 20XX - June 20XX <ul style="list-style-type: none">Collaborated with a team of 8 educators to research and present workshops on psycho-educational preventive issues including: assertiveness training, communications management, depression, eating disorder, goal/time management and griefCreated handouts to promote a series of one-hour workshops marketing the Counseling Center	September 20XX - Present
SKILLS	Languages: Taiwanese (fluent), Mandarin (conversational), Japanese (basic) Computer: Proficient with Word, Excel, PowerPoint, SPSS, STATA	