

# Lynn Le

Fullerton, CA 92838  
www.linkedin/lynn\_le

(714) 777-6666  
lle@uci.edu

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