

CLAIRE JANG

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EDUCATION

Occidental College, Los Angeles, California

Expected Graduation: May 2022

Bachelor of Arts, Economics Major, Sociology and Politics Minors

Relevant Coursework: Macroeconomics, Microeconomics, Econometrics, Statistics, Human Services, Sociology

EXPERIENCE

A2Z Represents, Los Angeles, California | **Data Specialist**

February 2021 – Present

- Handle routine clerical tasks relating to entering or updating data using Excel
- Ensure the database is accurate and up to date

Carabiner Group, Los Gatos, California | **Digital Media Specialist** (Remote)

January 2021 – Present

- Create infographics and case studies advertising the company's Salesforce expertise
- Implement the company's media plans through the management of associated websites and social media accounts

Student Marketing Advisory Committee, Los Angeles, California | **Member**

September 2020 – Present

- Communicate with the Marketing and Communication department to discuss projects involving alumni
- Regularly meet to advise how the department can students foster a network between the school and its students

Venture Strategic Inc, Irvine, California | **Marketing & Communications Intern** (Remote)

May 2020 – September 2020

- Researched COVID-19 trends and wrote daily reports with time sensitive information to KPC Health Executives
- Identified potential clients and wrote reports on their target audience, products, services, competitors, and digital footprint
- Produced graphics for KPC Health's social media to provide the community with health tips
- Presented research to the CEO and other directors regarding social media marketing trends to advance current business practices

Thoughtlight, Boston, Massachusetts | **Advertising Intern** (Remote)

June 2020 – September 2020

- Partnered with leadership to develop promotional content for websites
- Formatted and sent emails for events using email marketing software
- Design graphics and infographics for businesses in various industries on social media platforms

Pacific Academy College Prep, Irvine, California | **Office Intern**

Summers 2018 – 2019

- Utilized Excel to create charts and graphs of each students' weekly academic progress
- Communicated with parents and teachers regarding students through email and phone calls
- Reorganized and refiled internal records for the college counseling office

LEADERSHIP EXPERIENCE

Women of Economics, Los Angeles, California | **Mentor**

November 2018 – Present

- Answer the questions of underclassmen about interning in economic related fields
- Meet with mentee to go over classwork and other academic related problems that may occur

Occidental Tiger ACTION, Los Angeles, California | **Swim Team Representative**

May 2020 – Present

- Meet with other team representatives to advocate for our athletic community
- Provide a safe environment for my athletic team to discuss mental health issues within the team

COMMUNITY INVOLVEMENT

Neighborhood Partnership Program, Los Angeles, California | **College Coach**

September 2020 – Present

- Host meetings with LAUSD high school seniors to assist with the college application and FAFSA financial aid process

Newport Hoag Hospital, Newport, California | **Nutrition Committee Chairwoman**

April 2015 – March 2018

- Spoke at monthly board meetings to update hospital advisors on the nutrition committee
- Inputted 280+ hours assisting employees with the dietary needs of the patients at the hospital
- Scheduled Nutrition Committee volunteers for monthly hours and sent new policies via monthly emails

SKILLS & INTERESTS

Languages: English, Mandarin

Technical: Microsoft Office, Adobe Creative Cloud, InVision Studio, Constant Contact, Squarespace, Wix

Career Interests: Graphic design, Salesforce, SEO, UX/UI Design, website design

Personal Interests: Digital art, frame by frame animation, origami, swimming, knitting, skateboarding