

Ruby Fan

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EDUCATION

Abraham Lincoln High School, San Francisco, CA

Expected Graduation: June 2018

City College of San Francisco, San Francisco, CA

Courses: College Level Pre-Calculus and Probability and Statistics

SKILLS

- Mandarin, Cantonese
- Excel
- Microsoft Word
- Google Applications
- SmartVan database
- Nation Builder database
- Adobe Acrobat Reader DC

WORK EXPERIENCE

SFUSD Summer Internship Program, SF Shared Schoolyard Project, San Francisco, CA

Intern

June 2017 – Aug 2017

- Develop and execute a successful outreach strategy for large community event over 5 San Francisco districts
- Manage and navigate data using Nation Builder or Smart Van
- Coordinate and surpass the goal of passing over 2000 flyers to promote a Shared Schoolyard activation event
- Consult supporters of Shared Schoolyard through phone banking, canvassing and partner acquisition

ACTIVITIES

Associated Student Body, ALHS San Francisco, CA

General Manager of Class of 2018

April 2017 - Present

- Authorization of fundraisers for the class of 2018 during school opening houses and activities
- Incorporation of new ideas and thoughts into school dances, rallies, fundraisers and family events
- Responsible for managing senior class activities, such as monitoring class votes

Heart In Motion, San Francisco, CA

Volunteer

May 2015 – Present

- Gain and maintain the leadership role by directing large groups of underclassmen during community events
- Actively volunteered over 100 hours of community experience within events such as The SF Marathon, Hot Chocolate Walk, Kaiser Permanente Marathon by enforcing snacks and water to participants
- Conduct confirmation calls giving out information regarding upcoming events
- Attain office skills such as managing electronic filing systems and collecting data on Google spreadsheets

San Francisco Public Library, Kid Power Summer Reading, San Francisco, CA

Volunteer

June 2012 – Aug 2015

- Target over 70+ volunteer hours at a local community library
- Improve individual confidence and communication skills by greeting the public
- Aiding in library office tasks such as reorganizing areas