

Linen Feng

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Education

Lowell High School GPA 4.0
Expected Graduation: June 2023

Experience

San Francisco Youth Work (SFYW) **San Francisco, CA**
Intern at *Each 1 Teach 1* June 2021 - present

- Composed and organized our own website using Weebly
- Developed skills on technology field
- Set up a LinkedIn account and organized resume

Mayor's Youth Employment and Education Program (MYEEP) **San Francisco, CA**
Intern at *Lion Dance Me* June 2020 - Aug 2020

- Researched topics on classroom learning strategies
- Analyzed data using Google sheets

Intern at *Self-Help for the Elderly* June 2019 - Aug 2019

- Planned and designed a logo rough draft to market "longevity walkathon parade and fair"
- Translated opera script from English to Chinese and made into slide show
- Organized and analyzed data using Microsoft Excel

Member and Junior Coordinator, Heart In Motion (HIM) **San Francisco, CA**
Nov 2019 - Nov 2020

- Volunteered at the 2019 Marathon event
- Collect and organize waivers from volunteering event participants using dropbox
- Mentored an intern during one term
- Helped out with recruitment and created 'Kahoot!' reports for the interns

Activities

Youth Leader, Youth for Single room Occupancy (YSRO) Dec 2020 - present

- Participate in various volunteering events
- Facilitated in general meetings

Public Relation, Tree Hollow Club, Lowell High School Sept 2020 - May 2021

- Hosted club meetings via ZOOM
- Organized and kept track of the club's social media account

Comcast & Self-Help for the Elderly's Intergenerational
Youth Leadership & Technology Program Aug 2019 - Dec 2020

- Participated in classes on technology training and in-depth financial understanding
- Engaged in community service and service learning activities

Skills & Interest

Languages: Fluent in Chinese, English; limited working proficiency in Japanese

Technical Skills: Proficient in using Microsoft Office Professional; building websites

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References

Catarina Lai

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