

JENNIFER CHO

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EDUCATION

University of Washington | Seattle, WA, USA Sept 2014 – Jun 2018 (expected)
Bachelor of Arts in Community, Environment, and Planning (CEP)

- Minors: Urban Design and Planning; Geography
- Dean's List (2014-2018); In-process of graduating *cum laude*

University of Oxford | Oxford, England, UK Summer 2016

EXPERIENCE

Japanese Community Youth Council (JCYC) Workforce Employment Coordinator | San Francisco, CA Jun 2017 – Dec 2017

- Scheduled 150+ qualified applicants for on-site interviews and coordinated schedules of three-person interview teams
- Hired and placed 30 interns in open positions in Engineering, Finance, City Planning, Architecture, and Human Resources.
- Managed and maintained employee records for more than 500 summer and school year interns utilizing *Salesforce.com*
- Facilitated onboarding training for all interns to maximize the impact of their internship
- Planned and hosted five recruiting events at SFUSD high schools for school year internship programs
- Promoted to Workforce Employment Coordinator from Workforce Program Assistant in three months

University of Washington Outreach and Admissions (O&A) Coordinator | Seattle, WA Sept 2016 – Jun 2018

- Organized and hosted open houses every quarter for prospective students within the College of Built Environments
- Screened and reviewed 100+ individual applications for UW's Urban Design and Planning undergraduate program
- Finalized interview schedules with all qualified applicants and created agendas to set expectations for interview teams
- Participated with faculty and staff on a final review committee to thoroughly vet and finalize admission for 40 students

San Mateo County Transit District (SamTrans) Planning and Development Intern | San Carlos, CA Jun 2017 – Sept 2017

- Contributed, reviewed, and revised the final version of the Dumbarton Corridor Transportation Study
- Assisted Planning Team and Planning consultants with public outreach for US 101-Express Feasibility Study
- Performed research on all transportation services in San Mateo to create SamTrans 2018 Senior Mobility Guide
- Managed and regulated content of social media, Facebook and Twitter, for Grand Boulevard Initiative group.

Phi Mu Fraternity Assistant Membership Director | Seattle, WA Jan 2016 – Jan 2017

- Screened 200+ of UW Panhellenic Continuous Open Bidding (COB) applications and contacted strong applicants
- Collaborated with Executive Board to budget and schedule for quarterly recruiting events
- Recruited over 30 members into the organization and met UW Panhellenic membership quota

King County Bar Association (KCBA) Neighborhood Legal Clinic Intern | Seattle, WA Sept 2015 – Jan 2016

- Utilized the program *Legalserver* to schedule client meetings for 100+ attorneys
- Provided referrals and resources for clients wanting additional help with legal affairs
- Designed a wait-list system for all our low-income clients for 34 neighborhood legal clinics to increase scheduling efficiency

Major's Youth Employment and Empowerment Program (MYEEP) Administrative Assistant | San Francisco, CA Jun 2015 – Aug 2015

- Coordinated with Employment Specialists to schedule 100 candidates for pre-screening phone interview
- Assisted Human Resources Team to administer new hire paperwork for hired interns in MYEEP program
- Managed and oversaw bi-weekly payroll process of 70+ youth employees on ADP

SKILLS

Languages: English and Korean

Technical: Adobe Illustrate, InDesign, Photoshop, Microsoft Word, Excel, and PowerPoint, MS Outlook, Google Suite, Arc-GIS, Sketch-Up, Lumion. Formstack. PeopleSoft. and Salesforce