

# Jenny Chua

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## Career Objective

Charismatic, diligent third-year student who has career goals of becoming a high school teacher in the biological and chemical sciences and a passion for service and social justice. Able to work well on a team of diverse leadership skillsets, adapt to adversity and unplanned situations, and carry a demanding academic, extra-curricular, and work-related schedule.

## Education

### **BACHELOR OF ARTS (EXPECTED) | MAY 9, 2020 | LOYOLA MARYMOUNT UNIVERSITY**

- Major: Biology (Secondary Science Education Concentration)
- Related coursework: General Biology + lab; General Chemistry + lab; Organic Chemistry; Principles of Evolution; Earth System Sciences; General Microbiology lab; Leadership Seminars I and II; General Psychology; General Sociology

## Skills & Abilities

- Speaking to large crowds about both personal experiences and professional research
- Organizing and leading Resident Advisor staff meetings
- Scheduling a ten-hour work day with eight shifts with twenty-two employees
- Participating in social justice-oriented panels
- Creating a semester-long plan to balance out academia, service, work, and other commitments

## Experience

### **TOUR GUIDE | UNDERGRADUATE ADMISSIONS | JANUARY 2019-PRESENT**

- Give weekly tours to prospective families and students in an efficient and detailed manner
- Speak honestly and positively about personal experience at Loyola Marymount University
- Educate others about research, involvement, and extra-curricular opportunities in various departments and interests
- Coordinate personal and academic schedule with job hour requirements

### **RESIDENT ADVISOR | STUDENT HOUSING OFFICE | AUGUST 2018-PRESENT**

- Provide leadership to residents and help create and maintain an accepting and respectful community atmosphere that stimulates student learning and development
- Enforce university policies, confront student behavior, and document student behavior when necessary
- Assist the department in coordinating campus-wide processes (i.e., RA recruitment, residence hall opening and closing, and selection process)
- Plan and implement experiences each semester to promote community and student development in residential communities through social and educational programming

### **STUDENT MINISTER | CAMPUS MINISTRY | OCTOBER 2017-PRESENT**

- Plan, promote, and execute weekly service opportunities for the University through Feed the Hungry, which provides bagged lunches to homeless and low-income individuals in Santa Monica
- Maintain and update a food inventory to ensure lunches are of quality and completeness each week
- Encourage students in active dialogue with regards to homelessness and hunger

### **GRADER | BIOLOGY DEPARTMENT | JANUARY 2018-PRESENT**

- Adhere to a schedule of grading BIOL 101 and BIOL 102 exams on a tri-weekly basis
- Grade fairly and efficiently between twenty and thirty exams with fifty multiple-choice and fill-in-the-blank questions
- Maintain a spreadsheet with exam grades, percentages, averages, and student information
- Discuss outlier grades or questions with assigned professor while maintaining confidentiality and respect for each student

### **DIRECTOR OF SOCIAL EVENTS | GRYPHON CIRCLE SERVICE ORGANIZATION | DECEMBER 2017 TO DECEMBER 2018**

- Planned social events with other Service Organizations and within Gryphon Circle
- Designed and ordered Gryphon Circle merchandise
- Assisted the Events Committee in planning Formal and other Gryphon Circle related social events or activities
- Assigned Bigs and Littles and acted in a role similar to that of a New Member Educator
- Served as a liaison to the Events Committee
- Co-organized Senior Farewell with the Director of Records

### **DIRECTOR OF RECORDS | GRYPHON CIRCLE SERVICE ORGANIZATION | NOVEMBER 2018 TO DECEMBER 2019 (ANTICIPATED)**

- Record and email General Meeting and Executive Board Meeting minutes
- Supply the Moderator, Chaplain, and Assistant Director in the Center for Service and Action with copies of the minutes and invite them to selected events
- Maintain and distribute an accurate membership roster
- Inform the Judicial Board of all members with attendance concerns
- Serve as a liaison to the Crafts Committee
- Co-organize Senior Farewell with the Director of Social Events