

Crystal Huang

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EDUCATION

Galileo Academy of Science and Technology

Graduation Date: June 2020

GPA: 3.83

WORK EXPERIENCE

Mayor's Youth Employment and Education Program (MYEEP)

Intern at YMCA Association Office - San Francisco, CA

5/2018 - 8/2018

- Data entry
- Filed and photocopied papers
- Processed incoming and outgoing mail and checks
- Answered incoming phone calls

Intern at Moscone Elementary School Summer Program - San Francisco, CA

5/2017 - 8/2017

- Supervised children between the ages 5-7
- Supervised kids during free play and field trips
- Prepared materials before class
- Assisted kids when they had trouble and at anytime

ACTIVITIES

Galileo Korean Club

8/2018 - 6/2019

Treasurer

8/2017 - 6/2018

Responding Secretary

8/2016 - 6/2017

Member

BuildOn

8/2016 - 6/2018

Member

Salvation Army Chinatown Corps: Saturday Children Art Class

1/2015 - 12/2015

Volunteer

SKILLS

Computer: Microsoft Word, Microsoft Excel, Data Entry Experience

Languages: Fluent in Chinese