

JESSICA CHEN

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SAN JOSE STATE UNIVERSITY || Dean's Scholar

Expected Graduation – May 2024

Bachelor of Science in Business Administration – Management Information Systems

Minor in Interaction Design

Major GPA: 3.5

EXPERIENCE

SJSU Civic Action Fellowship – San Jose, CA

Jun '21–Present

- Mentored underserved 3rd to 6th graders on foundational basics of computer programming and refine their coding skills on Scratch by cultivating an environment to explore different areas of STEM
- Designed and developed enrichment development kits, including hands-on unplugged activities and programming activities, alongside my team to supplement STEM concepts being taught
- Committed to serving through SJSU Center for Community Learning and Leadership, and Americorps for a total of 675 hours

Morrison Foerster Marketing Intern – San Francisco, CA

June '22–Aug '22

- Spearhead and launched internal marketing campaign from start to finish
- Restructured Morrison Foerster's website using salesforce and internal marketing software according to the company's rebranding

SJSU UX/UI Association Marketing Director – San Jose, CA

Aug '21–Aug '22

- Designed social media posts and other marketing assets, using Figma and Canva, that align with the organization's brand identity and guidelines; and managed all social media presence through scheduled postings
- Developed a marketing strategy to increase the member count of our association
- Lead a marketing committee to create opportunities for students who are interested in strengthening their design and marketing abilities.

SFUSD Student Advisory Council Vice President – San Francisco, CA

Aug '19–May '20

- 3+ years of experience working closely with the SFUSD Board of Education members and public high schools prior to rising to SFUSD Student Advisory Council Vice President
- Advocated for student voices to ensure consensus on policies at their campus; implemented solutions to solve social justice issues by creating resolutions and presenting them to the Board of Education to be approved
- Applied leadership and communication skills to organize Student Council events, facilitate hearings regarding student's concerns, and finalize contracts
- Contributed to the composition of the nonbinding agreement, Memorandum of Understanding, between the SFUSD students and SFPD outlining terms of both parties' responsibilities when entering a school campus

SKILLS

- Relevant Coursework: Intro to Computers Using PC's, Business Programing (Python), Digital Applications: Basic, Psychology: Human Factors
- Technical: Experienced with both Mac OS and Windows operating systems, Microsoft Office Suite, Google Suite, Adobe Creative Cloud, iMovie, Typing Speed of 90 WPM, Python, Salesforce