

Jia Jian Mai

Oakland, Bay Area CA | (510) 934-6137 | jacksonmai6@gmail.com

EDUCATION

San Jose State University

Business (Management Information System)

Oakland, CA

June - July 2026

Affiliation/Honors: College Track, Main Library Volunteer, and East Bay Toishan Volunteer

LEADERSHIP, WORK, & VOLUNTEER EXPERIENCE

Oakland Public Library

Volunteer

Oakland, CA

June 2018-June 2020

- Designed and crafted educational materials for a children's workshop, serving a group of pre-K students aged 3-6 to foster creativity and learning in a controlled environment
- Implemented effective organizational strategies by systematically categorizing, and maintaining bookshelves
- Provided personalized guidance to young children, offering assistance in learning how to navigate the library and selecting age-appropriate reading materials
- Played an active role in marketing and promoting the "Asian Youth Service Committee" by distributing promotional materials and handing out flyers at two community events, resulting in increased visibility and a 10% growth in program participation

East Bay Toishan Association

Volunteer

Oakland, CA

October 2021

- Conducted regular safety patrols throughout Chinatown in Oakland, actively engaging with community members to enhance neighborhood security
- Promoted personal safety awareness by distributing flyers for a pepper spray clinic, effectively reaching and informing many residents

College Track

College Track Scholar

Oakland, CA

June 2021-Present

- Successfully gained admission to a prestigious and highly competitive college access program, providing a unique opportunity for academic, career, and personal growth
- Enrolled in a specialized Math, Engineering, Science, and Art class, where I applied mathematical skills to design and construct model airplanes, showcasing my ability to apply problem-solving skills
- Participated in the Byte Program, a coding and app design initiative sponsored by Apple, gaining valuable experience in the tech industry

City of Oakland, Finance Department

Internship

Oakland, CA

July 2024 - Present

- Collaborated with the Assistant Controller on a Sinking Fund project by scanning documents and transferring the data to an Excel sheet
- Reviewed the City of Oakland's assets and misc assets, ensuring both debit and credit balances match.
- Assembled boxes, arranged financial documents in alphabetical order, and stored each box in its designated location.

SKILLS & INTERESTS

Technical: Google Suite, Microsoft Suite, and Basic Python

Volunteer: Volunteer at the main library 16 hours per month

Language: Beginner Mandarin and Cantonese