

Kylie Chen

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EDUCATION

University of Southern California

Bachelor's in English, Creative Writing, magna cum laude.

Minor in French. Studied abroad in Paris in Fall 2022.

GPA: 3.79

Los Angeles, CA

May 2024

EXPERIENCE

UNIVERSITY OF SOUTHERN CALIFORNIA

Los Angeles, CA

Receptionist Student Worker

Jan 2023 - May 2024

- Facilitated advisor-student communication. Managed sensitive student documents. Created content to encourage studying abroad. Answered phones and managed the flow of the workplace.

Administrative Student Worker

Oct 2021 - May 2022

- Organized and led student events for Leavey Library on USC's campus.
- Planned campus-wide events oriented around studying, literature, and education.
- Collaborated with administration and students to facilitate event organization. Managed calls and inventory.

COURIER: DRAGONS WITHIN (STUDENT CAPSTONE)

Los Angeles, CA

Narrative Team

July 2023 - May 2024

- Wrote, drafted, and revised scenes in collaboration with other artists and authors.
- Coordinated with team leads and attended strike meetings as dedicated notetaker to facilitate communication between multiple teams.

LMCOMPANY

Paris, France

Intern

Sept 2022 - Nov 2022

- Translated content for French artists.
- Advised company clients on strategies to obtain social media influence.

SUNRIGHT TEA

Irvine, CA

Employee

June 2022 - Aug 2022

- Developed multitasking skills by apprehending various stations and responsibilities.
- Performed assigned tasks and collaborated with workers to maximize efficiency.

XP LEAGUE IRVINE/SOUTH OC

Irvine, CA

Intern

Jan 2021 - March 2021

- Researched competing organizations and collected information to assist marketing strategies.
- Attended weekly meetings and collaborated with regional owners.
- Evaluated and advised the team on the most cost-efficient technological equipment.

SEE'S CANDIES

Tustin, CA

Seasonal Employee

Oct 2018 - Dec 2020

- Handled cash transactions as well as customer interactions efficiently.
- Organized store inventory in both front and back sections.
- Assured the quality and safety of the store during pandemic years.
- Trained new employees and acted as manager when needed.

SKILLS AND PUBLICATIONS

Technical: Google Suite, Adobe Suite, Canva, Microsoft Suite, Mailjet, Wordpress, Weebly, and WIX.

Publishings: *Esprit D'un Esprit* (Trojan Bloom Spring 2022), *Une Femme à Paris* (Trojan Bloom Fall 2022), *...Sans Toi* (Trojan Bloom Spring 2024), *Jet Black Hair* (The Underground, vol. 29)

Languages: Fluent English, fluent French, beginner Chinese, beginner Japanese.

Interests: Multiplayer online battle arenas (MOBA), weightlifting, language learning, etymology.

References**Zankyaw Oo****818-325-5134**