

# Ethan kwan

## Intern

Ambitious, career-focused student, anxious to obtain an entry-level Engineering position to help launch career while achieving company goals.

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## EDUCATION

### No Degree: Engineering (Pre-engineering)

George Washington High School

08/2018 - Present

San Francisco, CA

## WORK EXPERIENCE

### Clerk/Intern

JCYC

09/2019 - 05/2020

San Francisco, CA

The Japanese Community Youth Council (JCYC) is a non-profit organization committed to serving the youth and families in San Francisco.

Achievements/Tasks

- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
- Interacted with customers and other interns by phone, organized spreadsheets and office materials while stationed at CYC
- Assisted manager with pending customers and clients while stationed at World Stars

### Student Volunteer

SF Marin Food Bank

06/2020 - 08/2020

San Francisco, CA

SF-Marine Food Bank is a non-profit organization that is dedicated to ending hunger in San Francisco and Marin by providing relief and donations.

Achievements/Tasks

- Volunteered with groups and organizations to help make measurable differences for those in need of consumable relief.
- Provided immediate responses to questions from volunteers.
- Assisted others in the construction and distribution of relief.

## SKILLS

Clerical duties

Art and Photography

Social interaction

Working knowledge of Google Suite

Sorting and labeling

Organization and Adaptability

## LANGUAGES

English

Full Professional Proficiency

Cantonese

Limited Working Proficiency

Mandarin

Limited Working Proficiency

## INTERESTS

Photography

Engineering

Art