

Karen Li

San Francisco, CA

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EDUCATION

- Lowell High School**, San Francisco, CA Expected June 2022
Notable Coursework: AP Chinese AP English and Language Composition AP Human Geography AP United States History
GPA: 4.0/4.62
- Nam Kue School**, San Francisco, CA July 2010 - June 2021
High School Diploma in Chinese language and literature

RELEVANT WORK EXPERIENCE

- Each 1 Teach 1**, San Francisco, CA June 2021 – Present
UX Intern
- Acquired skills of creating professional websites and social media content
 - Developed websites for nonprofit organizations
- Tasteful LLC**, Oakland, CA May 2021 – Present
Social Media Marketing Intern
- Managed social media accounts in Facebook and Instagram
 - Developed marketing strategies and content including photography and photo editing
- Private Art Class**, San Francisco, CA March 2021 – May 2021
Translator
- Translated 36 Chinese art education presentations into English
 - Organized presentations using PowerPoint and Google Slides

LEADERSHIP AND COMMUNITY ENGAGEMENT

- Lowell Youth Community Engagement**, San Francisco, CA. October 2020 – Present
Secretary and Contact Officer
- Served the community by organizing fundraisers and volunteer events
 - Kept records of notes and time sheets to guide members
 - Recruited and contacted members for the growth of the club
- Lowell Genetics Club**, San Francisco, CA October 2020 – Present
Vice President and Co-founder
- Utilized Google Suite to create presentations for meetings
 - Created copy and imagery for posts and flyers
- Nam Kue School**, San Francisco, CA May 2017 – February 2020
Teaching Assistant
- Supported teachers in creating a healthy learning environment for students of ages 4-10
 - Coordinated and planned 12 dance performances

SKILLS

Computers: MS Office: Microsoft Word, Excel, PowerPoint; Google Suites, Weebly
Languages: English (Native), Cantonese (Native), Mandarin (Fluent)