

KATHERINE TAN

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EDUCATION

Scripps College | Claremont, CA | GPA: 3.7

Aug 2021 - Present

- Bachelors in Economics and Art (Digital Art)
- Relevant Coursework: Data Science, Microeconomics, Macroeconomics, Statistics, Calculus, Econometrics

Temple City High School | Temple City, CA | GPA: 4.2

Aug 2017 - June 2021

EXPERIENCE

Jewish Free Loan Chicago – Chicago, Illinois

June 2022 – August 2022

Intern

- Worked closely with my supervisor at this nonprofit startup for 20 hrs/week
- Connected with board members, gaining insights on the nonprofit sector
- Tasked with building the CRM with Salesforce, grant writing, and making flyers for outreach with Canva

Tiernan Field House – Claremont, California

August 2022 – Present

Customer Service Associate & Marketing Assistant

- Oversaw events and aided customers in obtaining services of the wellness center 4-10 hrs/week
- Worked closely with my supervisor; weekly meetings with the Marketing Team
- Created and distributed monthly newsletters for the field house; oversaw Peer Health Educators' articles

ACTIVITIES

Emerging Professionals Program

Oct 2023 – Present

2024 Cohort

- Pre Professional program at Scripps College to develop personally and professionally

Themed Entertainment Association (TEA) @ 5C's

Sept 2022 – Present

Vice President and Co-founder

- Led and planned biweekly 2 hr meetings
- Collaborated with the TEA, and participated in the Themed Entertainment Student Showcase

Small Claims Advisory Service

Oct 2022 – Present

Tech Director

- Researched small claims law specific to California, and trained the new cohort
- Communicated with clients to help understand and resolve their problem
- Built and maintained the SCAS website and client database

The Student Life(TSL)

Jan 2022 – Dec 2022

Illustrator & Contributing News Writer

- Interviewed people relevant to the article, efficiently communicating information to teammates and our audience
- Created 1-2 graphics on Procreate per week, working closely with editors on weekly issues

SKILLS & AWARDS

Languages: English(Native), Chinese(Fluent)

Technical: Advanced in Powerpoint, Excel, Canva, Procreate, Adobe Photoshop; Proficient in Python, HTML, CSS, Javascript, Figma, Stata; Certified in First Aid, CPR, AED (Sept 2022)

Awards: 2nd Place T.P.E.G. Alumni Community Theme Park Design Competition (2023), 1st Place Full STEAM Ahead International Hackathon (Nov 2020), 2nd Place JPL Invention Challenge (2019)