

Annie Yan Mei Li

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Objective: To obtain a part-time job as an event planner

EMPLOYMENT EXPERIENCE

Tatcha, 300 De Haro st. Between 16th st— *Intern*

November-- December 2015

- Organized products and materials
- Composed written correspondence to clients

Aim High-Intern

Summer of 2017

- Working with students
- Plan lesson with my leading teacher
- Teamwork with other coworkers

VOLUNTEER EXPERIENCE

Aim High, Francisco Middle School— *Volunteer Leader*

2015 - PRESENT

- Organized office space for teachers
- Performed tasks given by teachers and directors
- Provided a safe area for the kids

Moon/Chinese New Years Festival — *Chinatown*

January 2016 - February 2016 - September 2015/ 2016

- Facilitated vehicle management
- Managed crowd control
- Registered participants/guests

EDUCATION

Galileo Academy of Science and Technology, San Francisco, CA

Expected to graduate May 2018

SKILLS

- Planning
- Leadership
- Patiences
- Organized
- Fast learner
- Self-directed
- Group oriented

LANGUAGES

- English (Fluent)
- Chinese (Proficient)