

JESSICA YU SITU

Email: jessxvica@gmail.com

Education:

Abraham Lincoln High School, San Francisco, CA
Expected Graduation Date: May 2018

Elective, **Academy of Finance**, San Francisco, CA Aug. 2015- Present
-Have an analytical and logical approach to problem solving
-Management of money
-Career field trips and brief job shadows (KPMG, Goldman Sachs, Wells Fargo, etc.)

Experience:

Intern, **Assessor Recorder's Office**, San Francisco CA Oct. 2016- May 2017
-Entered data into a computer database
-Filed and sorted classified documents
-Created filing systems for easy access by staff
-Team coordination on projects (Exemption Annual Filing Organization)
-Record management

Intern, **Department of Child Support Services** Jun. 2017- Aug. 2017
-Worked with the Finance and Human Resources department
-Reconcile invoices with supporting documents
-Process cash counts and helped with cash audits
-Filed and created employee personnel files

Extra-Curricular Activities:

Intern, **JCYC San Francisco YouthWorks**, San Francisco CA Oct. 2016- May 2017
-Learn job-readiness skills at bi-weekly workshops
-Participate in educational events such as college and career tours

Volunteer, **Change SF Club**, San Francisco CA Sept. 2016- Present
-Active member
-Interact with many individuals and build teamwork
-Participated in various volunteering sites such as Merced Library, St Anthony's Meal Services, Green Festival, Nike Women's Marathon, etc.

Volunteer, **ALHS Jumpstart**, San Francisco CA Aug. 11, 2016
-Developed and improved leadership and communication skills
-Led and directed a class of incoming freshmen

Skills:

-Speak English, Cantonese, and some Mandarin
-Technical skills (Microsoft Excel, Microsoft Word, and Microsoft PowerPoint)
-Collaboration
-Time Management
-Teamwork

- Dependability
- Organization