

Jenny Xin

148 Maddux Ave.
San Francisco, CA 94124
(415) 806-7233

jennyxin28@gmail.com
www.linkedin.com/in/jennyxin28
jennyxin.com

EXPERIENCE

Adroll, San Francisco, CA — IT Intern

JUNE 2016 - AUGUST 2016

- Designed a quick guide for video calling using Pages.
- Ordered and installed white noise machines to minimize noise level around the office.
- Worked with Slack, Okta, Lifesize, and Zendesk systems.
- Participated in project management, public speaking, and Google Apps trainings hosted by team in the New York and Dublin headquarters.

SFUSD Career Technical Education, San Francisco, CA — Environmental Technology Intern

JUNE 2015 - JULY 2015

- Collaborated with peers to engineer and present functioning models of the Hetch Hetchy water system and wastewater treatment process.
- Engaged with industry workers at PG&E Energy Center..
- Toured San Francisco's Southeast Treatment Plant facility which treats nearly 80% of the City's flow.

YMCA, San Francisco, CA — Counselor in Training

JUNE 2014 - AUGUST 2014

- Lead daily games and field trips for 10-15 elementary students at summer camp.
- Served as a role model for youth by actively participating in activities and encouraging a safe and playful environment.

EDUCATION

Lowell High School, San Francisco — Class of 2018 GPA:4.0

August 2014 - Present

SKILLS

Google Apps.

Windows OS.

Mac OS.

Microsoft Office.

Web Development.

Troubleshooting.

Effective communication.

Team Leadership.

AWARDS

President's Volunteer Service Award (Gold)

Completed over 250 hours of volunteer service.

NCWIT Award for Aspirations in Computing (Certificate of Distinction)

Demonstrated interest in technology, solid leadership ability, and academic history.

LANGUAGES

Cantonese and Mandarin.

ACTIVITIES

Project Open Hand