

# Jessica Chiu

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## Education Background

### University of California, Berkeley

Bachelor of Arts, Political Science | Minor in Computer Science

Berkeley, CA

Class of 2016

## Professional Experience

### UC Berkeley Student Affairs Information Technology – Residential Computing

Information Security Compliance Analyst

Berkeley, CA

March 2015 – Present

- Helped managers assemble documentation for 11+ self-assessments regarding applications containing sensitive data to ensure policy compliance with UC Berkeley's Minimum Security Standards for Electronic Information
- Contributed to the Chief Security Officer's cross-functional mission to improve information security by cross-training with technical and non-technical employees and assessing UC Berkeley's 300+ homegrown applications
- Worked on creating more effective methods of educating both staff and students about better security practices to protect sensitive information by creating pamphlets and hosting hands-on workshops

### UC Berkeley Computer Science Department

Lab Assistant | Computer Science 61B: Data Structures

Berkeley, CA

January 2015 – May 2015

- Assisted 65+ undergraduate students during weekly labs on topics such as linked lists, Java, and asymptotics
- Provided individual help for students that had questions on their homework, labs, and projects throughout the course and aided the teacher's assistant in facilitating a productive and efficient learning environment

### Morrison & Foerster LLP

Human Resources Intern

San Francisco, CA

June 2014 – August 2014

- Navigated recruitment of 30+ new hires by scheduling and hosting interviews for managers and partners, creating job postings, and ensuring successful employee onboarding across 8 offices around the country
- Maintained the entire budget for staff recruiting and assisted in the software transition from PeopleSoft to Taleo
- Identified issues in existing processes and aided in the time-sensitive implementation of new recruiting processes

## Leadership and Extracurriculars

### Cal Hacks Organizing Team

Director

Berkeley, CA

February 2015 – Present

- Currently marketing lead for the Big Hack 2016: A Social Good Hackathon, where 100 top hackers will help create innovative solutions for social problems being tackled by impactful Bay Area non-profit organizations
- Organized an effective admissions process that would maximize diversity among the projected 1,500+ attendees, along with coordinating \$16,000 of apparel across all attendees which required an exceptional attention to detail
- Contributed to Cal Hacks 2.0's accomplishments by being a passionate self-directed, detail-oriented problem solver during the hackathon by helping mentors, sponsors, volunteers, and hackers navigate this fast-paced event
- Managed a successful marketing campaign that resulted in the largest ever hackathon with over 2000+ hackers and a budget of \$300,000+, a direct result of an innovative approach infused with creativity and perseverance

### UC Berkeley Kappa Alpha Pi Co-Ed Pre-Law Professional Fraternity

Past positions: Internal Vice President, Webmaster, and Leadership Development Chair

Berkeley, CA

September 2013 – Present

- Fostered leadership and professional development of new members by serving as their mentor and role model, hosting weekly meetings where I helped them hone valuable skills such as debating and public-speaking
- Utilized website creating tools to build and design completely new website which helped bring in 70+ applicants
- Remained an impartial mediator during conflicts between members and enforced compliance with chapter bylaws and other policies, allowing the fraternity to run smoothly and resolving issues quickly and effectively

### Associated Students of the University of California

Service Deputy | Office of ASUC Senator Justin Kong

Berkeley, CA

July 2013 – May 2014

- Worked on large scale projects within the campus service community by exercising strong interpersonal skills
- Coordinated the inaugural bi-annual Cal Service Fair that provided students with more exposure to 20+ diverse service organizations on campus and also helped participating organizations expand and gain valuable publicity

## Skills and Interests

- **Technical:** Expert in Microsoft Office; proficient in AutoCAD, Adobe Creative Suite, Java, HTML, Python, PeopleSoft, Taleo, Workday, C, Android Studio, CSS, and MIPS; learning Git
- **Languages:** Fluent in Mandarin Chinese; conversational in Spanish and Taiwanese
- **Interests:** Hiking Mission Peak, practicing violin, attending music concerts, exercising, and traveling
- **Honors & Awards:** National Merit Semi-Finalist, U.S. Open Music Competition Gold Award, Athlete of the Week/Most Inspirational Doubles Player (Varsity Tennis), Board of Trustees Community Service Award