

Jacqueline Chan

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Flushing, New York

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SUMMARY

Experienced analyst with experience working in the jewelry industry. I have backgrounds in analysis, inventory management, and research. My current position involves coordinating product development and marketing needs between internal departments, as well as with vendors located in Hong Kong, China, and India. This type of coordination entails the facilitation of the development of AI photography and jewelry design, resulting in faster turnover of styles to be distributed by our customers to the general market. The coordination between different departments also allows me to help streamline the process of product development to final production through facilitating communication between team members.

CERTIFICATIONS & SKILLS

Language: *Cantonese (Native Speaker) | Mandarin (Fluent) | English (Fluent) | German (Beginner) | Microsoft Office | Digital Media | HTML | XML | PYTHON | PASCAL | Data Analytics | Research | Writing | Project Management | Planning | Communication |*

WORK EXPERIENCE

Leo Schachter Diamonds

Product Development Assistant
40 Hours/Week

New York City, New York

August 2022 – Current

- Organizes demands for professional photography orders for up to 50 product samples per quarter.
- Build analysis of expenses for product samples and model invoices, leading to 20% decrease in misallocation of funding
- Regulate records of over 2700 jewelry samples for in-house systems
- Build standard operating procedures for operations regarding account executives, pricing team, and product development team.

EDUCATION

The Pennsylvania State University, The Behrend College

Bachelor of Arts in Digital Media, Arts, & Technology

Minor in Media Production

Minor in Data Visualization

Minor in Transnational Perspective

Minor in Management Information Systems

Erie, PA

Graduated: May 2022

GPA: 3.84 / 4.00

RESEARCH EXPERIENCE

The Pennsylvania State University, The Behrend College

Erie, PA

Schreyer Honors College Thesis Student

August 2020 – May 2022

- Analysis of interpellation of key characters in the Sherlock Holmes series from its first publications to later radio adaptations in the 20th century
- Mentor: Dr. Elisa Beshero-Bondar
- Comparing original manuscripts to radio scripts for linguistic and plot representation changes in Oxygen XML Editor
- Representation of findings on thesis website in Dreamweaver

LEADERSHIP

Theta Phi Alpha Fraternity

Treasurer

Erie, PA

Fall 2020 – May 2022

- Managed budget for each academic term of more than \$4000 per academic term
- Established payment plans for 10 members, totaling \$2500 per academic year
- Ensured that payment plans were executed on time as per chapter agreement

Panhellenic Council

Vice President of Operations

Erie, PA

Fall 2021 – May 2022

- Maintained attendance records across four chapters, totaling 24 members
- Maintained and distributed bi-weekly meeting records
- Managed all financial records of the council not exceeding \$15,000

ACTIVITIES & EXPERIENCE

Schreyer Honors College

General Member

Erie, PA

August 2020 – May 2022

Student Tutor

Proofreading for course-specific formats and topics

Erie, PA

August 2021 – May 2022

The Honor Society of Phi Kappa Phi

General Member

Erie, PA

January 2021 – January 2022

International Photo Contest

Student Organizer

Erie, PA

August 2020

Lambda Sigma National Honors Society (Alpha Eta Chapter)

General Member

Erie, PA

August 2019 – May 2020

HONORS AND AWARDS

Cum Laude

Dean's List

May 2022

January 2019 – May 2022