

Chloe Kan

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EDUCATION

University of Southern California, Marshall School of Business

Los Angeles, CA

BSc in Business Administration, Minor in Communication Policy and Law

September 2018 - May 2022

- **Relevant Coursework:** Business Finance, Applied Business Statistics, Managerial Accounting, Financial Accounting, Microeconomics, Macroeconomics, Calculus, Marketing, International Business, Organizational Behaviors and Leadership

Little Flower Academy

Vancouver, Canada

Graduated with Honor Roll Society; Academic Average UW-GPA:96/100%

September 2014 - June 2018

- **Awards:** 3rd at Wharton Sports Business Academy, Best Offensive Player: Varsity Field Hockey Team, Best Delegate Award at Vancouver Youth Model United Nations, Citizenship Award, Bronze & Silver Duke of Edinburgh Awards

EXPERIENCE

Marshall Undergraduate Career Services

Los Angeles, CA

Communication Intern

September 2019 – Present

- Curate weekly emails to 6000+ members of the Marshall undergraduate community that highlights employers, job postings, and signature Marshall events, in order to inform them about different opportunities that are available; increased the click-rate of these emails to roughly 52% by introducing a more appealing design and relevant content
- Process and approve of hundreds of employers requesting to recruit from Marshall's cornerstone event, Career Advancement Program (CAP), which facilitates the mentorship between 351 students and their mentors
- Assist with event logistics for Marshall's recruiter reception by compiling and consolidating all the receipts and payments made by the 66+ firms that attended

Audra

New York, NY (Remote)

Business Development Intern

July 2019 – September 2019

- Researched and compiled a list of 98+ social media influencers by calculating their earning potential based off of their number of followers, and then reached out to them asking for a collaboration in order to accelerate the awareness of the social media app
- Implemented different methods, such as cold calling and extrapolating emails, to acquire channel users for to grow the consumer base and market share in order to make the company more attractive to investors
- Participate in weekly conference calls with the CEO and other interns across different time zones, where we share ideas on how to get faster conversions and growth for the coming weeks leading up to our pitch deadline

Vancouver Constituency

Vancouver, Canada

Youth Council Member

September 2016 – May 2018

- Selected by Jodi Wilson-Raybould, a Member of Parliament, on several different occasions to accompany her with her correspondence with Canadian Prime Minister, Justin Trudeau; at these events I shared my ideas about different local issues
- Organized a volunteer fair where 14+ local companies with job or internship opportunities came together and promoted their companies to high school students that may not have otherwise known about them; reached out to potential sponsors and secured Nordstrom fashion show tickets as a raffle ticket prize
- Advised on the venue of the volunteer fair that would be the most central and convenient for the different local businesses; identified companies that had internship opportunities readily available and also suggested to companies that they might benefit from interns

LEADERSHIP & INVOLVEMENT

USC Family Business Society

Los Angeles, CA

Vice President of Membership

September 2019 – Present

- Lead the recruitment process, in which 25+ additional members joined the club within 1 semester of my involvement
- Organized 4 guest speakers question and answer seminars and 2 social events per semester
- Spearheading role development between members of the executive board and the members of the club

USC Marshall Learning about International Commerce (LInC)

Los Angeles, CA

Student Participant

January 2019 – May 2019

- Traveled with USC students on a 10-day business trip to Sydney, Australia to tour companies and meet with executives at Amazon, Expedia, Macquarie Capital, Salesforce Ventures, Sydney Swans AFL Team, VML Y&R Advertising Agency, and WeWork
- Outlined the different companies based on company culture, industry, market capitalization, and projected earnings growth prior to the visit and gathered further notes during my visit; articulated the information collected in a final presentation

Corporate Law and Financial Regulation Association

Los Angeles, CA

Assistant Director for the Legal Writer Think Tank

November 2018 – September 2019

- Built the connection between our club and partner associations such as Prudential, USC Gould law school, and Kirkland & Ellis LLP
- Hosted events with professors from USC Gould School of Law on emerging risk and compliance issues in the workplace
- Established member engagement and club culture through organizing company events and workshops

SKILLS & INTERESTS

Languages: Native in English; Conversational Proficiency in Cantonese and Mandarin

Technical Skills: MS Office, Notion, Mix Max, Regression Analysis, Social Media Marketing

Interests: Exploring Different Cuisines, Traveling Enthusiast, Golfing, Ski Racing, Field Hockey