

Alice Lau

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EDUCATION

Wellesley College

Wellesley, MA

Candidate for BA degree, May 2005. Coursework includes: Introduction to Microeconomics and Macroeconomics, Calculus, Astronomy, Computer Science, Quantitative Reasoning, Music Appreciation, Writing.

Taipei American School

Taipei, Taiwan

Graduated 2001. 50th Anniversary Logo Designer by competition; Yearbook Editor-in-Chief and Section Editor; Orphanage Club Raffle Prize Chairperson; French Honors Society Secretary; School Play Costume Manager; Global Awareness in Action; Class Cabinet; Tri-M Music Honors Society; Amnesty International; Junior Varsity II Volleyball.

WORK AND LEADERSHIP EXPERIENCE

- 2002-Present **Astronomy Department, Night Assistant** Wellesley College
Completed additional education and training in Astronomy. Set up telescope, assist students to complete observing assignments, inform students of different astronomical facts, answer course-related questions, provide on-site constellation quizzes.
- 2001-Present **Pomeroy Hall House Council, Treasurer** Wellesley College
Monitor Residence Hall funds and attend to all financial transactions. Report on the status of accounts at each House Council meeting. Work closely with the student bursar in managing the Residence Hall's checkbook. Meet deadlines and guidelines established by the student bursar regarding the maintenance of accounts. Arrange and monitor fundraising event. Member of the Residence Hall Steering Committee.
- 2001-Present **Music Department, Recording Assistant** Wellesley College
Record concerts, operate DAT recording equipments, monitor microphone levels, label and prepare tapes for reproduction.
- Summers
2000-2001 **General Electric Power Department, Internship** Taipei, Taiwan
Assisted in setting up meetings. Assembled information for web site. Performed general office work. Accompanied Sales Manager on business trip to observe and take minutes in meeting. Contacted clients regarding business meetings.

CAMPUS ACTIVITIES

- 2001-Present **Wellesley Mediation Program, Planner:** Help compile structure and goals.
Assisted in construction of legislation. Currently launching the new mediation program.
- Winter 2001 **Office of Admissions, Student Admissions Representative:** Visited High School to promote Wellesley College and recruit candidates.

SKILLS, INTERESTS, AND BACKGROUND

Computer: Basic HTML and JavaScript programming, Microsoft Excel, Microsoft Word, Microsoft PowerPoint; Proficient with Macintosh and IBM-compatible computers.

Language: Proficient in Mandarin, English. Working knowledge of Taiwanese. Basic knowledge of French.

Instrument: Traditional Chinese instrument (Yang Qing), Clarinet, Bass Clarinet.

Interest: Chinese Calligraphy

U.S. citizen, born in New Jersey, raised in Taiwan.