

PATRICIA Y.H. CHEN

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EDUCATION

Wellesley College, Wellesley, MA

Candidate for B.A. degree, June 2003. Major: Urban Studies & Planning, Minor: Economics. Cross-registered at MIT's Department of Urban Studies & Planning, Spring 2001. Awarded 2000 Summer Opportunity Stipend. Teaching Assistant for the Asian-American Experience course, Spring 2002. Over 15 hours per week work-study. First Year Academic Distinction. Overall GPA: 3.XX/4.0.

Boston Latin High School, Boston, MA

Graduated in June 1999. National Honor Society. Coursework includes Calculus and Statistics.

WORK EXPERIENCE

Fidelity Management and Research Corp., Fidelity Investments, Boston, MA

INROADS Intern of the Legal ERISA Department, June 2001-Present

- Recommend, compile and review all improvements and edits to the Legal ERISA intranet site, including content and technicality of the WebPages via telecommunications work on college campus
- Designed, created and updated PowerPoint presentations regarding the Economic Growth and Tax Relief Reconciliation Act of 2001 for various business units of Fidelity Investments, including Senior Executives of the retirement business sector
- Researched, wrote and edited articles for the *ERISA Bulletin*, a monthly company-wide online-newsletter highlighting significant changes and updates related to tax legislations and the retirement business
- Coordinated the collection of prototype plan documents from various business units, and created an internal online resource allowing employees of the Legal Department to access custodial agreements and disclosure statements of the company

Phillips Brooks House Association, Harvard University, Boston, MA

Director of Chinatown Adventure Summer Camp, Sept. 1999-Sept. 2000

- Supervised general administration of camp operations, and oversaw the safety of 75 campers and 17 staff members
- Raised and managed a budget of \$58,000 in-kind support and \$37,000 revenue through grant proposals and solicitations
- Recruited, trained and supervised a staff of 10 high-school-age Junior and 7 college-age Senior Counselors
- Developed an enriching academic and recreational curriculum based on the needs of the campers
- Established and maintained close relationships with Chinatown community leaders and social service agencies
- Wrote, edited and designed the final report of camp for distribution to foundations, donors and community collaborators

Senior Counselor of Chinatown Adventure Summer Camp, Summer of 1999

- Developed and implemented an original seven-week academic and recreational curriculum
- Collaborated with fellow staff members in designing and facilitating new projects for the camp
- Responsible for the safety of 9 campers, ages 12-13 and Junior Counselor in and outside of the classroom setting
- Built and maintained an intimate and trusting relationship with parents of the campers

SKILLS

- Strong knowledge of MS Excel, MS PowerPoint, MS Word-processing and NJStar Chinese Word-processing
- Oral proficiency in the Cantonese and Toisanese dialects of Chinese, and working knowledge of Mandarin and Latin

ACTIVITIES

INROADS/Central New England, Inc. Student Association, Co-Founder of the Chinatown College Workshop, Treasurer of Project HIP-HOP (Highways into the Past - History, Organizing, and Power) Board, Alumnae Coordinator and Community Service Representative of the Asian Students Union (2000-2001)