

# NICOLE CHIANG

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Detail-oriented **Administrative Assistant** with experience providing support in fast-paced corporate, creative, and education-based environments. Tech savvy, creative problem-solver eager to utilize diverse skill sets to optimize daily office operations.

## SKILLS

**Administrative** File maintenance, desktop publishing, petty cash management, data entry, fact-checking, research, proofreading, scheduling, answering calls, word processing, sorting and distributing mail, basic troubleshooting, record keeping, inventory monitoring

**Technical** Microsoft Office, Google Apps, Adobe Acrobat Pro, Adobe InDesign, Adobe Photoshop, Wordpress, HTML 5, CSS, Javascript

## WORK EXPERIENCE

### Student Teacher

2016 – April 2017

September

*Alexander Science Center School*

Los Angeles, CA

- Maintained academic records for a class of 29 fifth-grade students. Entered student grades into spreadsheet and filed students' work.
- Created, formatted, and distributed handouts, forms, memos, and other documents for students and their parents. Scanned, copied, and collated worksheets as directed.
- Communicated with parents to answer questions and address concerns.
- Designed and implemented lesson plans to support students' digital literacy development by incorporating technologies such as Google Docs into classwork when possible.
- Scheduled parent-teacher conferences; retrieved student work samples to present.
- Tracked attendance and entered records into district-wide database.

### Web Development Immersive

January  
2016 – April 2016  
*General Assembly*  
New York, NY

- Completed over 300 hours of full-stack web development training. Acquired working knowledge of over 10 technologies within 12 weeks.

### Beauty Editor

July 2012-  
January 2014  
*Mochi Magazine*  
Remote

- Maintained existing professional relationships with PR associates and corresponded regularly. Tracked incoming samples and their launch dates in Google Sheets.

- Suggested adding a weekly column to blog to generate more consistent content and increase readership. Received partnership requests from 3 beauty brands after launching column.

#### **Editorial Intern**

May 2012-Aug 2012  
*Allure Magazine*  
 New York, NY

- Provided administrative support to 6 writers. Coordinated product requests for multiple stories at a time. Tracked and noted arrival of requested samples and persistently followed-up with PR representatives to meet photoshoot dates and editorial deadlines.
- Screened incoming packages for submissions to Allure's annual "Best of Beauty Awards." Located and entered product information for over a hundred contenders into an Excel spreadsheet. Fact-checked product details and credits with external PR associates.
- Researched industry-relevant news and stories. Identified and compiled highlights in an end-of-the-day report for writers across multiple levels of seniority.
- Substituted for Beauty Director's Assistant when out-of-office; managed phone and took detailed messages

#### **Beauty Editorial Intern**

September 2011-  
 December 2011  
*Marie Claire*  
 New York, NY

- Provided clerical support to four Beauty Editors, including the Beauty Director.
- Received, sorted, and distributed incoming mail and packages for the beauty team. Tracked and verified arrival of outgoing packages. Prepared mailings to over 80 industry contacts featured or placed in each monthly issue.
- Maintained and updated the team's Excel spreadsheet of contact information for all industry relationships. Identified changes in PR representation and rectified database to reflect switches accurately.
- Retrieved and arranged requested product samples and recent launches for team's story run-throughs.

#### **Research Assistant**

April 2009 –  
 September 2010  
*Columbia Business School*  
 New York, NY

- Administered written and computer-based tasks and questionnaires according to experiment's protocol. Provided customer service to participants, answering questions and/or clarifying instructions as needed.
- Greeted participants, recorded contact information, and directed them to study site. Upon completion, paid participants using petty cash and updated research payment log
- Entered numerical data from questionnaires into Excel spreadsheets
- Coded data from written tasks using pre-established guidelines and entered into Excel.
- Occasionally opened or closed lab. Assisted with setting up experiments.

## **EDUCATION**

**Barnard College**

*Columbia University*  
B.A., English & Creative Writing  
2010 – 2015

**Rossier School of Education**  
*University of Southern California*  
(coursework), Elementary Education  
2016 – 2017