

XI TIE
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Christiansburg, VA 24073
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OBJECTIVE Seeking full-time position in the area of legal, public administration, urban planning, or business.
Available: June, 2020

EDUCATION **Bachelor of Arts, Political Science, Legal Studies** as concentration, Graduate May 2020
Virginia Tech, Blacksburg, Virginia
GPA: 3.8

Associate in Fine Arts, December 2017
Northern Virginia Community College, Annandale, Virginia
GPA: 4.00

RELATED COURSES

Real Estate Law	Public Administration
Agriculture Law	Urban Politics
Legal Foundations of Planning	Administrative Law and Policy
Legal and Ethical Environment of Business	Environmental Law
Judicial Process	Research Methods

COMPUTER SKILLS Software: Windows 10, Microsoft Office, QuickBooks 2016

LANGUAGE SKILLS Fluent in English and Mandarin Chinese

WORK EXPERIENCE **Urban Planning Intern**, Town of Blacksburg Planning Department, Sep 2019 – Dec 2019
Gained immense knowledge through policy research. Learned extensively about local and regional legislative process. Successfully delivered memorandum for assigned project – Planned Residential Development ordinance revision.

Administrative Assistant, Rigadom Design and Build, LLC, Apr 2014 – Dec 2016
Facilitate the process of organizing building contracts.
Gained comprehensive knowledge of building construction process.
Developed understanding of state business regulation and local land use ordinances.

Bookkeeper, MyGuyHandymanServices, LLC, Aug 2013 – Mar 2014
Demonstrated attention to detail skills when dealing with financial transactions of a business.
Developed skills in making spreadsheets and databases.
Exercised professionalism when interacted with colleagues and clients.

CAMPUS INVOLVMENT Environmental Coalition, drafted petition letter of divestment to Virginia Tech Foundation, Spring 2019

HONORS AND AWARDS **Commonwealth of Scholars Honors Society**, 2018 – present
Virginia Tech Dean's List, 2018 - 2020
Best Mix Media Award, Lamp Design, Northern Virginia Community College Art Exhibition, 2017