

# Janna Z. Lu

[jannaluzj01@gmail.com](mailto:jannaluzj01@gmail.com) | (724) 213-0657 | Grove City, PA

## Summary

A motivated individual with strong writing skills and learning abilities desiring to draw from an international background in economics, English, and technology.

## Education

**Grove City College**, Grove City, PA

Bachelor of Arts in **Economics** – Expected Graduation: May 2022

Minor in Technical Writing

**Overall GPA: 3.96/4.00 (Dean's List with High Distinction for all semesters)**

**Major GPA: 3.94/4.00**

## Work Experience

**Research Assistant, Grove City College**

**Feb 2021 – Present**

- Provided meaningful feedback on student assignments for four professors in Economics, Sociology, and English
- Converted slides from PowerPoint to Beamer LaTeX
- Conducted data analysis in Excel for small-sample data

**AV Technician, Grove City College**

**Aug 2020 – Present**

- Assisted with large-scale sound setup
- Experienced with camera switching and operation

**Tutor, Academic Resource Center, Grove City College**

**Aug 2020 – Present**

- Helped students pass classes through clarifying class content in one-on-one sessions
- Co-led a study-strategy workshop, offering tips for time management, notetaking, and studying smart

**HP Computer Service Technician & Helpdesk Associate, Grove City College**

**May 2020 – Present**

- Increased efficiency by 50% in refurbishing and repairing laptops through streamlining workflow
- Developed customer service skills by answering questions from students, faculty, & staff, both in-person and over the telephone

**Summer Intern, Fourth Presbyterian Church**

**May 2021 – Aug 2021**

- Mentored high school girls and assisted with programming for various events

**Writing Intern, Project on Rural Ministry**

**Jan 2021 – May 2021**

- Interviewed pastors and made their stories into blog posts, which were published bi-monthly

## Extracurriculars

**President, Student Mission Fellowship**

**Aug 2020 – Present**

- Increased attendance by 50%, along with coordinating and directing a merger between two clubs

**Marketing Director, Kingdom Week Missions Conference Leadership Team**

**Jan 2020 – Sept 2021**

- Responsible for making the marketing plan, designing posters, and advertising on social media

## Honor Societies

**Mortar Board** – Treasurer

**Omicron Delta Epsilon (ODE)** – Secretary

**Crown and Sceptre**

## Special Skills

**Languages:** Trilingual (Fluent in English, Mandarin Chinese, and Turkish)

**Technology:** Adobe Creative Suite (Premiere, Illustrator, XD, InDesign), Microsoft Office 365 Suite, LaTeX, and R

**Certifications:** HP Certified Computer Service Technician