

Melody Liu

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EDUCATION

University of California, Irvine

Bachelor of Science in Business Economics, Minor in Psychology
3.41 GPA

Irvine, CA

September 2023-June 2026

EXPERIENCE

Marketing Intern

Trellish

June 2019 – 2023

Santa Clara, CA

- Adapt quickly to every transition between the different tasks and technologies, as we contribute to any part of the app development.
- Managing detailed paperwork to maintain organized codebases and project documentation, ensuring efficiency and clarity in the app development process.
- Having a positive attitude when providing customer service which taught me to approach challenges with optimism and a solution-oriented mindset.
- Establishing a cooperative team atmosphere through transparent communication and utilizing a range of expertise levels, which amplifies ingenuity and inventiveness throughout the application development procedure.

Real Estate Intern

Keller Williams Realty, Inc.

May 2019 – July 2022

San Diego, CA

- Gained insight into several important facets of the business through their programs, including market analysis, negotiating strategies, and property assessment.
- Helped with client contacts and communication, developing long-lasting professional ties and honing interpersonal skills that are essential for successful client encounters.
- Gain extensive knowledge and skills related to the real estate industry, providing me with an intensive experience.
- Improved brand through business connections, community outreach, and local market expertise.

ACTIVITIES

Sales Volunteer | *Helen Woodward Animal Center, Rancho Santa Fe, CA*

Oct. 2021 – August 2022

- Remain calm and collected by keeping a respectful tone when speaking with a difficult customer or when stressful situations occur.
- Educate families in a manner that enhances and make their overall experience memorable.
- Collaborate with other sales volunteers to ensure the adoptions are in order and dogs are handled safely.
- Helped prospective pet owners choose the ideal companion for their homes by utilizing their in-depth understanding of adoption procedures.

Varsity Softball Captain | *Del Norte High School, San Diego, CA*

May 2022 – August 2023

- Took part in regional and national competitions, which helped me to develop resilience and versatility on the field.
- Helped to create a positive team environment by putting an emphasis on sportmanship, togetherness, and a commitment group progress.
- Demonstrated organizational and discipline skills as well as managing the demands of my rigorous academic schedule and my softball team.
- Actively sought out criticism and participated in ongoing skill and personal growth to enhance performance, promoting the success of the team as well as the individual.

VOICE Club Founder/President | *Del Norte High School, San Diego, CA*

March 2021 – August 2023

- Act as a leader by coordinating events like beach cleanups, service projects and charity organizations throughout the year to help the community around us.
- Have an open mind to all ideas when discussing with the leadership board in order to effectively plan events and maximize publicity for others to join.
- Collaborate and communicate with other clubs to add new elements and further diversify volunteer opportunities.
- Used creative outreach techniques to involve the larger community.

SKILLS

Languages: Fluent in Chinese and English

Tools: Microsoft Excel, Microsoft Word, Adobe, PowerPoint