

# MELISSA CHOI

*Open to remote work and relocation*

## PROFESSIONAL SUMMARY

---

Recent graduate with 1.5 years of internship experience in the non-profit and public sectors who is passionate about immigrant and refugee rights. Having had the privilege of living and studying in multiple cultural contexts, I possess a high degree of cross-cultural sensitivity and an eagerness to learn about different cultures and communities.

## EDUCATION

---

### **Barnard College, Columbia University**

B.A. in Urban Studies (Political Science), GPA 3.99/4.0

New York City, Aug 2017 – Oct 2020

Relevant Coursework: Senior Thesis, “Maid to Work: A Comparative Study of Migrant Domestic Workers in Singapore and New York City”; Urban Politics and Development (*DVST 3500*); Women in Cities: Sustainable Urban Design, Planning, and Management (*SUMA 4490*); Design and Innovation for Sustainable Cities (*ENV DES 8*); Gender and Development in Southeast Asia (*REGN 6639*); Gender, Class and Real Estate in Urbanizing China (*EAAS 4226*)

## EXPERIENCE

---

### **Upwardly Global, Intern at Regional Program Team**

New York City, July 2020 – Present

- Streamlined the organization’s Salesforce database by ensuring data of 80+ accounts and contacts were online and up to date, allowing the organization to conduct effective outreach campaigns
- Conducted outreach of 60+ alumni and 25 potential partner organizations via email and phone
- Supported staff members in various capacities, including facilitating a remote breakout room between mentors and jobseekers, identifying potential placements on LinkedIn, and ensuring relevant documents were uploaded on Salesforce

### **Centre for Liveable Cities, Intern at International Capability Development Team**

Singapore, Jun 2019 – Aug 2019

- Engaged in cross-cultural professional e-mail correspondence with African city leaders and produced spatial visualizations of the center’s engagement with African cities over the past three years
- Assisted in the planning and preparation of the *Singapore UN-Habitat International Leaders in Urban Governance Training Program*, a one-week training program for African city leaders
- Conducted archival and web-based research on the transformation of Punggol Eco Town as well as national climate change mitigation strategies, forming the groundwork of two Urban Systems Studies booklets

### **World Vision Singapore, Intern at Resource Development & Communications Dept**

Singapore, Apr 2017 – Jul 2017

- Designed experiential learning activities for *Project HungerFree*, a youth humanitarian festival to raise awareness about global poverty, to enable youths in Singapore to empathize with the struggles of the poor and recognize how they can use their privilege to benefit the poor
- Trained youth facilitators and volunteers to facilitate experiential learning activities and group reflections on global poverty
- Corresponded with over 250 donors and youth to raise awareness about World Vision’s child sponsorships to facilitate community development

### **Logue, Intern**

Singapore, Jan 2017 – Mar 2017

- Organized *The Real Estates 2017: Yishun*, a community arts project aimed at highlighting the unique identity of the Yishun neighbourhood by leading participants on photography walks, which culminated in a photo exhibition featuring distinctive perspectives of the neighbourhood
- Facilitated *Superhero Me 2017*, an inclusive music programme to encourage underprivileged and special needs children to develop their creativity and self-esteem, during which I taught them basic keyboard and cello techniques, facilitated arts and crafts activities, and planned and executed a concert

**National Council of Social Services, Intern at Advocacy and Research Team** Singapore, Nov 2015 – Dec 2015

- Refined the objectives of the team's social mobility project, by contributing findings from a literature scan on the contribution of social capital to social mobility and exploring potential research collaborators
- Contributed to a discussion paper documenting the shifts in Singapore's social policy within the last 30 years, by conducting research to examine the effectiveness of current policies and make recommendations for future policies, so as to enable children and youths to rise above their socioeconomic vulnerabilities

## EXTRACURRICULARS

---

**Jubilation! Christian A Cappella, Co-President and Music Arranger** New York City, USA, Aug 2017 – May 2020

- Worked closely with the executive board to facilitate the operations of the club (biweekly rehearsals, quarterly concerts, ad hoc performances, etc.) and listen to the needs of our members; advocated for the club's interests to the Student Governing Board and the relevant University offices, especially with regards to space and funding
- Oversaw the prudent disbursement of \$1,400 in club funds during my stint as Treasurer in Fall 2018 and saved the club \$100+ by streamlining the purchasing process across the Fall and Spring semesters
- Arranged 9 songs and performed at events across campuses and churches in New York City & Boston

**Barnard-Columbia Urban Studies Program, Student Assistant** New York City, Sep 2019 – May 2020

- Digitized 75+ senior theses to make them more accessible to students and implemented a cataloguing system that organizes them according to year and last name; stock-took and catalogued books for the new department library
- Provided timely feedback on a visiting candidate as a prospective faculty member to help the department make a more informed decision; aided in event publicity, ushering, and tear-down

**International Honors Program: Cities in the 21<sup>st</sup> Century, GPA 3.93/4.0** Multiple Cities, Jan 2019 – Apr 2019

- Participated in a rigorous urban social justice-focused study abroad program spanning four global cities
- Conducted original, comparative ethnographic research over four months, in collaboration with an academic advisor
- Co-facilitated three class discussions, collaborated with classmates to collect, analyze, and present ethnographic data, and successfully participated in cross-cultural interaction with homestay families, local activists, and immigrant street vendors

**Athena Scholars Program, Scholar** New York City, Sep 2018 – May 2020

- Participated in a professional development program that enabled me to discover and develop my leadership style through a series of leadership workshops ranging from facilitating meetings to collaboration, a class examining leadership theory through intersectional and gendered lenses, and a practicum enabling me to reflect on my internship experience as well as my personal and professional development through individual and group reflections

## SKILLS

---

- **Software Tools & Applications:** MS Office, R, ArcGIS, G Suite, iMovie, Adobe Photoshop, Social Media (Facebook, Instagram, Twitter)
- **Languages:** English (native), Mandarin (elementary), Indonesian (elementary)
- **Interest Areas:** Migrant rights, policy and research, poverty and inequality, gender equality, sustainable development