

# Jodie Fung

<https://www.linkedin.com/in/jodie-fung/>

## EXPERIENCE

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**Andrew Yang Presidential Campaign** – Field Organizer, *Manchester, NH* **January 2020 – February 2020**

- Recruited and trained over 30 volunteers on phone banking and door-to-door canvassing techniques, including pitch script delivery, direct voter contact and persuasion, and canvass pack preparation
- Surpassed voter contact goals, making over 3000 calls and knocking over 750 doors to educate voters about Andrew Yang's policy proposals
- Documented daily canvassing and phone banking metrics, including canvassing shifts, face to face conversation, phone bank shift, and phone conversation statistics with VoteBuilder/VAN software

### **Project Farma Consulting**

Senior Project Engineer, *Pasadena, CA* **November 2018 – January 2020**

- Directed six team members' daily tasks – including document generation and approval, equipment testing execution, and deviation investigation and resolution
- Designed and implemented a project schedule to validate 25 laboratory systems for a gene therapy manufacturing space
- Collaborated with multiple owner groups to formulate a ~\$5.4 million project budget to renovate and outfit a laboratory
- Prepared Rough Order of Magnitudes (ROMs) for 4 client proposals estimating scope of project deliverables, hours of work, and required resources, resulting in 3 additional projects for my company
- Developed Excel tracking tools to visualize progress, identify roadblocks, and streamline communication to stakeholders
- Established and maintained an inclusive work environment by planning and promoting volunteer activities (beach clean-up, Sickle Cell Disease Walk-a-thon, and forest conservation)

Project Engineer, *Boulder, CO* **January 2018 – November 2018**

- Drafted and executed 10 validation protocols for manufacturing equipment and computer systems
- Authored Standard Operating Procedures (SOPs) for Manufacturing and Quality Control equipment; collaborated with a remote team of reviewers and approvers to deliver high-quality SOPs ahead of schedule

**Duckett-Wilson Development Company** – Administrative Assistant, *Los Angeles, CA* **September 2016 – June 2017**

- Acted as a liaison between property managers, vendors, and tenants by screening and transferring up to 50 calls/day
- Provided timely, courteous, and knowledgeable responses to requests for information; gathered and organized invoices for billing; collated quarterly reports for tenants
- Promptly and efficiently filed documents for both storage and reference resulting in increased efficiency

**Poké Me** – Server, *Los Angeles, CA* **October 2015 – September 2016**

- Provided exceptional food service and restaurant experience to over 150 customers/day
- Mastered point-of-service (POS) computer system for automated order taking; handled currency and credit transactions quickly and accurately

**Health-Ade Kombucha** – Research Intern, *Los Angeles, CA* **June 2015 – October 2015**

- Connected with lab technicians and industry leaders to research and create a standardized ethanol testing procedure
- Initiated an AOAC stakeholders conference attended by 60 industry experts to discuss a standardized testing procedure
- Hosted weekly conference calls between 10 industry leaders to collaborate and report research; created and maintained an Excel research tracker

**UCLA Annual Giving Call Center** – Fundraiser, *Los Angeles, CA* **January 2014 – June 2014**

- Contacted business owners, past donors, alumni, and current students to strengthen their relationship to UCLA and to ask for donations for the School of Engineering
- Fundraised over \$7500 in donations from alumni and graduating students for the School of Engineering

## ADDITIONAL EXPERIENCE

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**Kappa Delta Sorority** Vice President, Finance **November 2015 – November 2016**

- Orchestrated collections, check disbursement, and monthly billing for 180 members
- Created and maintained an annual budget of over \$180,000 using Microsoft Excel extensively
- Audited budget through monthly reports to track spending, billing, and collections, resulting in an increase of 20% in reserve spending

**Skills:** Project Management, Agile, Scrum, Fundraising, Community Organizing, Cold Calling, Budget Management, Circular Economy Analysis

**Software:** Microsoft Suite (Word, Excel, PowerPoint, Project), QGIS, VoteBuilder/VAN

## EDUCATION

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**University of California, Los Angeles (UCLA)**

**Bachelor of Science, Chemical Engineering** **December 2017**

- Concentration: Environmental Science
- Technical Breadth: Technology Management and Entrepreneurship