

Flora Tan

Arcadia, CA | 626 244 6879 | fitan@uci.edu

EDUCATION

UNIVERSITY OF CALIFORNIA, IRVINE

Expected Grad: June 2030

B.A. in Business Economics - GPA: 4.0

ARCADIA HIGH SCHOOL

High School Diploma - GPA: 4.33 W, 3.91 UW

Jul 2022 - Jul 2026

Relevant Coursework: AP Statistics, AP Calculus AB, AP English Language and Composition, AP English Literature and Composition, AP United States History, AP United States Government and Politics, AP Computer Science Principles, AP Biology, AP Environmental Science, AP Psychology

Test Scores and Honors: AP Scholar with Distinction, Gold Presidential Volunteer Service Award, CFI Financial Modeling & Analyst Certification, SAT: 1520 (Mathematics: 790, Reading: 730), All 5's on AP tests

WORK EXPERIENCE

Tutor - Top Education Institute Arcadia, CA

Aug 2026 - Sept 2026

- Provided personalized academic instruction to students in Grades 2-9 across mathematics, history, and English
- Engineered individualized curricula and data informed study plans for students to drive measurable academic progress

Intern - Goodlife Housing Partners LLC Pasadena, CA

Aug 2026 - Sept 2026

- Compiled and organized annual income statements for an entity overseeing 30+ real estate funds, and due diligence to ensure accuracy, applying accounting principles to accurately consolidate and maintain complex financial records
- Maintained and systematically organized financial statements, audit reports, invoices, and receipts across 10+ entities in support of accounting and auditing processes

Sales Associate - ZARA Arcadia, CA

Jun 2026 - Aug 2026

- Drove in store sales through customer engagement and responsive service in a high volume retail environment
- Handled daily sales operations by managing customer inquiries, returns, online pickups, and inventory restocks daily

ACTIVITIES

President - Amnesty International Club Arcadia, CA

Aug 2024 - Jun 2026

- Managed weekly club meetings to deliberate on global civil liberties and local campaigns attracting 50+ members
- Orchestrated advocacy campaigns with 80+ participants for Write for Rights, the largest international human rights event

Vice President and Secretary - Model United Nations Arcadia, CA

Aug 2022 - Jun 2026

- Orchestrated educational seminars focused on rhetorical excellence and legislative composition
- Won Best Delegate, Outstanding Delegate, and Research awards at conferences such as BRUINMUN, VRMUN, SGVMUN
- Instructed over 200+ novice participants in scholarly investigation and the formal resolution draft process

Class Historian - Associated Student Body Arcadia, CA

Aug 2022 - May 2024

- Managed social bonding activities for 750+ students to strengthen the campus community, raising \$4,000+ every year in fundraising initiatives such as restaurant collaborations and bake sales
- Supervised a team of 40+ students and led a subdivision of 10 students in marketing strategies for Prom

Seniors of Merit At Work - Arcadia High School Arcadia, CA

May 2025 - Jun 2026

- Partnered with student cohorts to manage operational execution for events such as University of Southern California Crystal Ball, Pacific Rose Society Rose Show, and Convalescent Aid Garden Party in 75+ hr volunteer commitments
- Served as institutional representative during primary administrative functions, orientation sessions, and facility walkthroughs

Tennis Team Captain - Arcadia High School Arcadia, CA

Jun 2023 - Jun 2025

- Won MVP Doubles award after no losses for an entire season playing other high schools in the Pacific League
- Coordinated group bonding activities for a team of 20+ girls, including mentorship for underclassmen

Team Lead - Constitution Team Arcadia, CA

May 2025 - Jun 2026

- Competing in mock constitutional hearings in cohorts of 4 specializing in the Federalist Papers and Philosophical Principles behind the Constitution, school team winning top 9 in the nation competing with teams across all states

SKILLS AND INTERESTS

Technical Skills: Microsoft Excel, Powerpoint, Bloomberg Terminal, Python, Mandarin, Spanish, Piano

Interests: Singing and Karaoke, Pilates, Tennis, Running, Journaling and Introspection, Philosophy, Speed Cubing