

LAUREN YANG

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EDUCATION

San Jose State University - *Master of Library and Information Science*

AUGUST 2025 - CURRENT (IN PROGRESS)

University of California, Los Angeles - *B.A. in International Development Studies*

SEPTEMBER 2014 - JUNE 2018

Minor in Geography - GPA: 3.94 - Graduated Summa Cum Laude

Relevant Courses: Arts Education: Socially Engaged Pedagogy in Arts

VOLUNTEER EXPERIENCE

American Cinematheque - *Archive Intern*

JANUARY 2026 - PRESENT

- Built a portion of American Cinematheque's Digital Asset Management system as part of the Winter/Spring/Summer 2026 Intern Cohort
- Applied technical and subject metadata to build DAM records and utilized naming conventions to batch rename assets pre-ingestion
- Performed research to ensure all assets are accurately named and identified
- Interacted with assets and consulted controlled vocabulary to incorporate key words; applying corresponding tags in the DAM in Canto

U.S. State Department, Bureau of Educational and Cultural Affairs - *Intern*

JULY 2017 - SEPTEMBER 2017

- Planned and hosted informational Brown Bag Meeting on Cultural Diplomacy
- Supported Cultural Programs and Youth Programs Divisions by volunteering at program events, taking project proposal meeting minutes, and assisting in administrative projects for the following cultural programs: American Film Showcase, Arts Envoy, DanceMotion USA, and others

Fair River International Association for Development - *Intern*

AUGUST 2016 - DECEMBER 2016

- Volunteered with farm work and sustainable mushroom business at the Hope of Glory Farm in Sowutuom, Accra, Ghana
- Researched sustainable pest management methods and provided recommendation on using pesticides derived from the neem tree
- Fundraised over \$1000 to support the farm in expanding output of their sustainable mushroom business

WORK EXPERIENCE

Typewriter Poetry - *Poet / Independent Contractor*

APRIL 2024 - PRESENT

- Typewrites bespoke poems on-the-spot with a vintage typewriter based on a brief conversation with the subject
- Provided poetry services at the following events produced by Go As If for the LA Department of Cultural Affairs: Reseda Rising Art Walk (May 2024); Walking In Our Light at Taxco Theater in Canoga Park (Dec 2024); Vamos al Parque Hispanic/Indigenous Heritage Celebration in Santa Monica (Oct 2025); Santa Monica 150th Anniversary Celebration (Dec 2025)

Sustain LA - *Refill Specialist*

JULY 2024 - PRESENT

- Ensures successful operation of and excellent customer experiences at zero waste refill station in-store and at Atwater Village Farmers' Market
- Communicates zero waste principles and product specifics with enthusiasm to customers while maintaining an organized and clean store front through receiving, stocking, and refilling of product, managing inventory and display, and basic cleaning
- Supports event rentals team in rental pick-up and drop-off (in-store and delivery) and serves as support staff for private events as needed

Your Kayness, Your Circularity Partner - *Zero Waste Specialist*

JULY 2024 - PRESENT

- Serves as staff support for waste diversion and resource recovery at special industry events (including Universal Music Group Grammys Afterparty '26, Interscope + Capitol Records Coachella Party '25/'26, Disney Emmys Afterparty at The Music Center '24, and HBO FYC events)
- Supports in designing creative strategies for waste bin placement and avenues for resource recovery through systems thinking and circular economy expertise
- Collaborated through clear and positive communication with catering and event production teams to manage waste and recover resources for compost, donation, and recycling

Go2Zero Strategies - *Zero Waste Outreach Specialist*

SEPTEMBER 2021 - JANUARY 2023

- Performed waste assessments during site visits while conducting outreach in Culver City and Monterey Park for the roll-out of Senate Bill 1383 organic waste program
- Conducted outreach to businesses in the San Gabriel Valley on food waste donation and Senate Bill 1383 compliance; Collected waste bin data on businesses and multi-family complexes in Glendale to prepare for waste hauler transition
- Performed waste characterizations for Petco Park in San Diego

USAID Global Health Supply Chain Program - Procurement and Supply Management (GHSC-PSM) - *Deliver/Return Specialist*

DECEMBER 2019 - SEPTEMBER 2021

- Supported Deliver/Return team in logistics needs for USAID GHSC-PSM project
- Assisted in coordinating the shipment of life-saving health commodities (ie. antiretroviral, antimalarial, COVID-19 ventilators) to partner countries primarily in Africa
- Compiled and proofread important shipping documents for accuracy and proper formatting by communicating with internal and external parties (3PLs) to submit into Logistics Management and Information System

Center for Autism and Related Disorders (CARD) - *Administrative Assistant*

OCTOBER 2018 - JUNE 2019

- Conducted regular internal audits of patient records for 200+ CARD centers throughout the U.S. following file system management procedures
- Demonstrated leadership and creative problem-solving skills when implementing office sustainability protocols (ie. recycling FLAVIA coffee packets via TerraCycle, recycling e-waste, adding “Sustainable Suggestions” to monthly office emails)
- Provided administrative support to various departments (ie. HR, IT) by answering front desk phones in a customer service oriented manner, reviewing and approving purchasing requests/payments, overseeing employee building/parking access, and coordinating and facilitating meetings between directors and major vendors

SKILLS

- **Languages:**
 - Intermediate fluency in *Korean*
 - Beginner fluency in *Spanish*
- **Software Skills:**
 - Square POS
 - Google Suite - Microsoft Office (Word, Excel, Outlook, PowerPoint) - Canva
 - Intermediate experience with databases and Logistics Management and Information System (LMIS) software - Basic skills in ArcGIS and QGIS
 - Tech savvy, can quickly learn various software programs
- **Valuable Qualities:**
 - Multiculturalism - Compassionate - Enthusiastic Community Builder - Versatile
 - Strong Initiative & Leadership - Adaptable - Resourceful - Thorough Attention to Detail
 - Excellent Organizational Skills - Strong Written & Verbal Communication Skills
- **Special Skills:**
 - Typewriter Poetry - Clown / Improv Comedy - Tap Dance - Hosting - Live Performance