Yintong (Jennifer) Chen

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Education

Sussex County Community College *September 2026-Current*
AA in Business Management

Elite Preparatory Academy *September 2020-May 2024*
GPA: 3.972/4.0
Honors: Principal's Academic Award

Work Experience

Healthy Food Manufacturing & Delivery Co. Ltd, Project Manager June 2024-Current

- Plan and coordinate projects from food production through delivery; organize tasks and schedules.
- Meet deadlines for each project and coordinate employees.
- Monitor project progress and ensure that projects are complete on time.
- Support communication between the production and delivery groups; organize weekly meetings.

Extracurricular Activities

Volunteer, Autism Treatment Support Center, New Jersey, USA 12/2020-05/2024
- Improved the quality of life for children with autism and their families; conducted behavioral observations and recorded data to support future research.

Manager of Social Media Account, Elite Student Newspaper, New Jersey, USA 12/2023-05/2024
- Posted articles on social media accounts to promote school news, student stories and upcoming events; coordinated with the editorial team to share updates with the school community.

President & Coach, Elite Debate Club, New Jersey, USA 12/2021-05/2024
- Recruited potential members and advertised the club; provided guidance, feedback, and resources to help members improve their debate skills; organized debate competitions on campus.

Math Instructor, Elite Math Club, New Jersey, USA 11/ 2020-04/2024
- Coordinated math contest prep and tutored peers who struggled with mathematical problems; created lesson plans and activities for members and helped them develop a love for math.

Founder & President, Elite International Student Integration Society, New Jersey, USA 09/2021-05/2024
- Founded a society to aid new international students; organized activities and mentored them to adapt smoothly to high school life in a new country.

Fundraising Coordinator, Elite Community Fundraising Initiative, New Jersey, USA 09/2022-05/2024
- Raised nearly $5,000 through a walk-a-thon to support reading and writing workshops at local libraries; and $12,000 for a local arts center through parent-community bakery fundraising efforts.

Member & Team Leader, Elite Volleyball Club, New Jersey, USA 09/2020-04/2024
- A key player on the team, organized regular training sessions; motivated team players, and helped them improve their skills.

Skills

- Word, Excel, PowerPoint, Outlook
- Bilingual in English and Chinese

Training

Healthy Food Manufacturing & Delivery Co., Ltd, in-house training program, participant, learned company's culture and gained hands-on skills to be a project coordinator.