

## WORK EXPERIENCE

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### **Digital Lab Monitor, NYU (Feb. 2023 - Present)**

- Directed the daily operations of the Barney Digital Labs, responsible for providing IT and AV support to instructors and students across all classrooms.

### **Legal Intern, Meng Law Group PC (Jun. 2024 - Sep. 2024)**

- Successfully prepared persuasive, case-by-case petition letters and legal motions under Attorney supervision.
- Processed visa applications and assisted Case Managers and Attorneys with exhibit organization, evidence gathering, and administrative tasks.
- NIW, EB5, EB1A, EB1B, EB1C, PERM, L1, O1, PERM, and H1B cases.

### **Marjorie Velazquez for City Council Fellowship (Sep. 2023 - Nov. 2023)**

- Canvassed and phone banked throughout a contested district in the Bronx
- Facilitated field operations like volunteer organization and training, fundraising, and voter outreach.

### **Administrative and Consulting Intern, Calsoft Systems (Jun. 2022 - Feb. 2023)**

- Collaborated with colleagues to plan events and produce publicity materials; organized and filed professional reports and documents.
- Assisted in enterprise resource planning with clients, optimizing company usage of Microsoft Dynamics 365.

### **Accounting Clerk, Calsoft Systems (Nov. 2019 - Mar. 2020)**

- Updated financial records; synthesized reports and reconciled bank statements; processed business transactions for the Tampopo Club utilizing Quickbooks, an accounting software program.

### **Intern, Mitra Path (Jun. 2019 - Oct. 2019)**

- Oversaw publicity efforts and created promotional content for entrepreneurship initiatives.

## EDUCATION

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**New York University (Sep. 2021 - present)** | Majors: Studio Art and Politics (GPA: 3.8).

**Oxford Academy (Jun. 2015 - May 2021)** | GPA: 4.5.

**Cypress College (Jun. 2018 - May 2019)** | GPA: 4.0.

## EXTRACURRICULARS

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### **American Public Policy Review, NYU | Staff Writer & Editor (Sep. 2023 - present)**

- Researched topics of interest and analyzed public policy topics; wrote monthly articles for digital distribution.
- Proofread and edited articles for analytical rigor, writing quality, and alignment with legal and policy frameworks.

### **Journal of Politics and International Affairs, NYU | Staff Writer (Sep. 2023 - present)**

- Wrote, researched and refined articles about international affairs for publication every semester.

## FEATURED EXHIBITIONS

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**Group Exhibition, Chronically Online | Rosenberg Gallery** | November 21 – December 1, 2024

- 34 Stuyvesant St, New York, NY 10003

## FEATURED PUBLICATIONS

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Xia, A. (2023). Antitrust Law: One Solution to Big Tech. *N.Y.U. American Public Policy Review*. Retrieved from

***HONORS, AWARDS, GRANTS***

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| Senior Thesis Exhibition Award, New York University                                         | (2025)       |
| Southern California Journalism Education Association, <b>3rd Place</b> in Editorial Cartoon | (2021)       |
| Orange County Journalism Education Competition, <b>1st Place</b> in Editorial Cartoon       | (2021, 2018) |
| Korean National Assembly Demilitarized Zone Peace <b>Festival Exhibition Award</b>          | (2020)       |
| California State University Northridge Journalism Day, <b>2nd Place</b> for Social Media    | (2020)       |

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***SKILLS:*** Fluency in InDesign, Adobe Illustrator, Photoshop, Krita, Quickbooks, and Procreate. Basic understanding of HTML.