

# Jack Guan

San Francisco, CA | (415) 244-4880 | jack@jackguan.us

## EXPERIENCE

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### NATIVR

*Executive Director, June 2020 - Present*

- Lead organization to create free, on-demand learning resource for ESL learners in the United States
- Coordinate between six teams with over 20 team members from around the U.S.
- Conduct outreach and apply for grants and opportunities to advance organization goals

### YOUTH LEADERSHIP INSTITUTE, San Francisco, CA

*Youth Intern, September 2019 - Present*

- Learn about the role of philanthropy in social justice & social justice issues in San Francisco
- Provide grants and project support for youth-led SF-based social justice projects
- Conduct outreach around San Francisco for grant program and lead interviews with applicant projects

### JAMBA, San Francisco, CA

*Team Member, August 2021 - Present*

- Interact with customers with a friendly, positive attitude
- Prepare and serve menu items while maintaining high quality standards
- Perform various store chores as needed (e.g. restocking)

## EDUCATION

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### CITY COLLEGE OF SAN FRANCISCO, San Francisco, CA

*A.A. Critical Middle Eastern/SWANA Studies & A.S. Behavioral/Social Sciences, Expected 2022*

### GEORGE WASHINGTON HIGH SCHOOL, San Francisco, CA

*High School Diploma, Expected 2022*

### AMIDEAST EDUCATION ABROAD (NSLI-Y), Washington D.C.

*Arabic (Modern Standard/Darija) Language, Summer 2020*

## EXTRACURRICULARS

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### SFUSD STUDENT ADVISORY COUNCIL, San Francisco, CA

*GWHS Representative, August 2021 - Present*

- Represent George Washington High School student body (2,000+ students)
- Attend bi-weekly meetings to discuss various matters pertaining to SFUSD schools/students

*District & City Accountability Committee Co-Chair, November 2021 - Present*

### POLITICS & ADVOCACY CLUB (PAC), San Francisco, CA

*Club President, March 2021 - Present*

- Founded club and grew membership to ~16 members
- Prepare for, present, and facilitate during club meetings
- Plan and host a schoolwide (~2,000 students) voter registration/pre-registration drive

### FREE-ORTON GILLINGHAM (SFPL), San Francisco, CA

*Reading Tutor, May 2019 - Present*

- Plan and create lessons around reading comprehension

- Identify level-appropriate reading material to develop interactive activities
- Hold over 100 weekly sessions with student to build oral reading and comprehension skills

### **SFUSD SCHOOL FOOD ADVISORY, San Francisco, CA**

*Fellow, December 2019 - May 2020*

- Discussed issues surrounding school food and cafeteria experience within SFUSD
- Planned and developed a proposal to improve the school food experience with a team using human-centered design concepts

### **AAMPLIFY LEADERSHIP PROGRAM, San Francisco, CA**

*Program Participant, July 2019 - August 2019*

- Learned about the AAPI experience in the U.S. and discussed issues affecting AAPI communities
- Applied strategies for public advocacy through lobbying CA state legislators on healthcare

### **READ WRITE DISCOVER, San Francisco, CA**

*Reading Tutor, June 2019 - August 2019*

- Planned and created reading curriculum & lesson plans
- Identified areas of growth for my student and held sessions twice per week with student

*Diversity, Inclusion & Belonging (DIB) Committee Member, April 2021 - October 2021*

- Collaborated with others to plan and create a curriculum around diversity in literature and tutoring spaces within organization
- Implemented curriculum by leading a virtual video workshop

### **AWARDS/HONORS**

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- AP Scholar Award, July 2021
- Fleet Reserve Association Americanism Essay Contest (11th Grade), June 2021
  - Branch: 1st Place
  - Regional: 1st Place
  - National: 2nd Place
- Americans Against Gun Violence Essay Contest, May 2021
  - 2nd Place
- U.S. Department of State Certificate of Completion (NSLI-Y Arabic Program), August 2020
- State Sen. Scott Wiener Certificate of Recognition (AAMPLIFY Program), August 2020

### **SKILLS**

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- Conversational proficiency in Cantonese, Chinese, and French
- Elementary proficiency in Arabic (Modern Standard)
- Proficient in Wordpress (as well as configuration of various themes and plugins)