

ELENA HOFFMAN

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EDUCATION

Gary and Jerri-Ann Jacobs High Tech High, San Diego

Aug 2012 - Present

- Accumulative weighted 4.36 GPA (4.0 unweighted)
- Completed every Honors course available to me
- Academic portfolio: dp.hightechhigh.org/~ehoffman

INTERNSHIPS

California Innocence Project

June 2015 - Aug 2015

- Reviewed case files and wrote case memos based on both facts and personal discretion used by CIP staff attorneys when determining whether or not to take on a case
- Served on phone duty and took calls from both inmates and their families inquiring about program details
- Scanned and read incoming mail from inmates
- Phoned attorneys and courts to request legal information and interview them on facts from inmates' cases

Higgs Fletcher & Mack LLP

May 2015 - Jun 2015

- Created settlement documents on demand by reviewing case files
- Produced medical summaries to assist personal injury attorney mentor with understanding results from patient's medical examinations
- Performed miscellaneous tasks for attorneys at law firm
- Assisted firm staff with indexing and other admin/office related work
- Observed attorneys in depositions, state court, federal court, and mediations

EXTRACURRICULAR ACTIVITIES

Student Ambassadors Program

Dec 2009 - Present

Head of High Tech High Program (May 2014-Present)

- Led campus tours to visitors and educators from around the world
- Conversated with visitors at many lunches and sat on several student panels
- Hosted a CASE Studies event for many prestigious high schools and met with college representatives
- Spoke at high school informational meetings and answered questions for prospective students
- Organized freshman orientation and lead freshmen tours around campus
- Presented and assisted in workshops at Deeper Learning Conferences (DLC's) for worldwide educators
- Serving on committee that reviews workshop applications for the 2016 DLC
- Managed ambassador tour/event sign-ups, and host trainings for new ambassadors

Key Club

Jul 2014 - Present

California-Nevada-Hawaii District College EXPO Coordinator (April 2015-Present)

- Tasked with organizing and planning all details and logistics of the District's annual College EXPO
- Educate members on college-related topics by creating training resources such as District Newsletter publications, workshop presentations, and actively training region College EXPO Coordinators
- Represent the CNH District on the Kiwanis Family & Foundation Committee whose mission is to educate members on the Kiwanis Family and CNH Foundation
- Represented CNH Region 2 as a Region Leadership Team member and assist in the organization of the Region 1 & Region 2 Training Conference

High Tech High Club President and Founder (April 2014-April 2015)

- Organized projects such as beach cleanups, food and blanket drives, and packaging meals

- Researched and registered our club for different local community service outings
- Represent my club and Key Club division as a voting delegate at our District Convention

Associated Student Body

Sep 2013 - Present

Secretary (September 2015-Present)

- Manage High Tech High ASB website and calendar
- Prepare documents on demand
- Research prices, locations, services, etc.
- Compile event reflections from department heads

Sports Commissioner (September 2014-May 2015)

- Assisted in organizing the first tailgate/sports rally ever held at our school
- Advertised sporting events via social media
- Created spirit gear such as foam fingers

High Tech High Student Senate

Dec 2013 - Present

Co-Chair/ Adhoc Committee Chair (May 2015-Present)

- Serve as a selected representative in a group led by the principal that works to improve the school
- Chair of committee that is in the midst of improving our school's advisory program and recruiting new freshmen for the Senate
- Email tasks to committee members
- Partnering with Student Voice non-profit organization to help encourage student voice at school, and include students in school-wide decision making
- Sent various e-mails to faculty and presented at many faculty meetings

Class Blog Keeping

Sep 2013 - Present

- Paid and volunteered positions taking notes on Humanities, Math, Biology, Chemistry, Spanish, and Visual Technology classes, and uploaded them to blogs

Varsity Track & Field

Mar 2013 - Present

- League/conference champion in 1600 meters and 800 meters during the 2015 season

Varsity Cross Country

Jun 2013 - Present

- 3rd place in league/conference during the 2014 season

Gamelan Ensemble

Dec 2008 - Present

- Played a variety of Balinese gamelan ensemble pieces such as the challung and kantil
- Performed at various venues such as CBS-8 News San Diego, the Indonesian New Year celebration in Los Angeles, UCSD, and the Scripps Research Institute Hall for a neuroscience conference
- Currently playing for the University of San Diego ensemble and receiving college credit

Baha'i Youth Activities

June 2013 - Present

- Participated in expansion phases to invite community members to join Baha'i core activities and attend youth gatherings and conferences
- Presented at an annual interfaith event

AWARDS

QuestBridge National College Match Finalist

October 2015

National Hispanic Recognition Program Scholar

August 2015

Harvard Prize Book Recipient

May 2015

San Diego Union Tribune Scholar Athlete

May 2015

QuestBridge College Prep Scholar

April 2015