

List your contributions to your high school student media program, including positions held and job descriptions if needed.

Positions Held

1. Index Editor (2023)
 - a. Verified that all students' names and grade levels were accurate on each page while also ensuring that we had diverse coverage of our entire student body
 - b. Made sure to emphasize the importance of including each student no more than 3 times in the book to maximize coverage
 - c. Increased coverage of students in the yearbook by 6% this year, from 42% the previous year to 48% the current year
2. Editor in Chief (2024, 2025)
 - a. Developed the yearbook's ladder, organizing every page type in the book into specific sections and assigning pages to staff members while setting clear deadlines to keep production on schedule
 - b. Conducted in-depth reviews of each page, providing tailored feedback to all staff members on ideas like storytelling, photo composition, and layout consistency based on a rubric developed over summer theme development sessions from all editors
 - c. Organized and facilitated a summer theme development workshop to brainstorm and finalize the theme for the upcoming yearbook, reflecting on the strengths and weaknesses of the previous year to gather feedback for the next year
 - d. Led training sessions for new staff members, introducing them to expectations in the areas of layout/design, photography, and copy writing
 - e. Tracked progress of staff members on pages, enforced deadlines, and coordinated between different editor teams to ensure smooth production
 - f. Examined every page before publishing, refining layouts, ensuring consistency, and making final edits to be submitted

Recognitions

3. 1st place at Yearbook Competition SCJEA (state level) for Layout & Design (2024)
4. 3rd place at Yearbook Competition OCJEA (county level) for Feature Photography (2023)
5. 3rd place at Yearbook Competition OCJEA (county level) for Feature Design (2025)
6. Received California State Assembly Certificate of Recognition for Outstanding Performance in OCJEA competition (2025)

Describe your leadership philosophy (200 words or fewer).

My leadership philosophy is to be interdependent when it comes to fostering collaboration and creating an environment where every staff member's strengths complement one another. Each staff member's contributions, no matter the size, is essential in producing a meaningful and pride-worthy product. Although our leadership team may face setbacks, we view them not as obstacles but rather as opportunities to come together stronger and uplift one another. Interdependence is our strength, not our weakness: our ability to rely on each other as fellow editors helps us build a foundation that will not collapse because of mere mistakes. How I measure the outcomes are by setting the following goals: 1) establishing a structured but flexible production timeline by developing the ladder and setting deadlines 2) encouraging continuous creative growth, providing feedback that helps staff members refine their skills and bring out the best in the team's work 3) reflecting on and analyzing successful practices as well as challenges throughout the year to set a stronger foundation for next year's book. With experience serving as an editor for a couple of years, I learned that leadership is not about individual success but about fostering an environment where every person's voice is valued.

Describe your most proud leadership moment (100 words or fewer).

My proudest leadership moment occurred this year, during the final days before our yearbook submission. What seemed like a stressful race against time became a testament to our team's potential. With many staff members juggling unfinished pages before the deadline, I worried we wouldn't finish. However, by giving one-on-one page feedback to each staff member, the improvement I saw in the pages was immense, and this experience taught me that with determination, we could conquer any challenge. It reinforced my belief in our staff and showed me the power of grit in turning a daunting task into a great achievement.

A statement of support from your adviser (100 words or fewer).

Claire Ko has a quiet leadership style that is rare to encounter as an adviser. She doesn't need to command attention to lead. Instead, she supports her staff behind the scenes, often showcasing their work. Her attention to detail makes her an exceptional editor-in-chief. Claire embodies interdependence, always collaborating with others and uplifting those around her. Her leadership is thoughtful, effective, and inspiring, and I'm honored to write this statement of support. Claire's ability to lead with humility and focus on her team's success sets her apart as an extraordinary leader.