

SUMMARY OF QUALIFICATIONS

Ten years of college admissions experience coupled with recent community college counseling experience provides me with the skills necessary to teach and guide a diverse student body in achieving their goals.

PROFESSIONAL EXPERIENCE

LOS ANGELES CITY COLLEGE, Los Angeles, CA

September 2020 – Present

Intern, First Year Experience Program/College Promise

- Responsible for ensuring academic success for a caseload of diverse first-year students by providing academic, career, and personal guidance
- Provide guidance with educational plans to first time LACC students
- Create and facilitate workshops on time management, scholarships, student success, self-care
- Assist with a College Success course through LACC's Dual Enrollment Program
- Assist Outreach & Recruitment and Transfer Center departments with presentations
- Facilitate appeal process for students who did not perform to expectations
- Create marketing materials to advertise for Career Series workshops

UCLA UNDERGRADUATE ADMISSION, Los Angeles, CA

July 2013 – Present

Senior Assistant Director (October 2018 – Present)

- Train professional staff on evaluating transfer applications from California community colleges, CSUs, UCs, and international institutions
- Manage recruitment efforts at Santa Monica College and Irvine Valley College through college fairs, admission workshops, PIQ presentations, and individual appointments
- Conduct transfer application case study presentations for California community college counselors in northern and southern California
- Evaluate 1,000+ freshmen and 800+ transfer applications every cycle
- Serve on Resource Leadership Team for freshmen and transfer application review
- Represent UCLA at UC counselor conferences and UC senior evaluators meetings
- Manage transcript and IGETC verification process for 3,000+ incoming transfer students
- Supervise and mentor 5 full-time professional staff

Assistant Director (July 2015 – September 2018)

Admission Counselor (July 2013 – June 2015)

- Served on training and leadership team for international freshmen application review
- Managed international freshmen recruitment efforts in Canada, South Korea, Taiwan, Japan, Hong Kong, Thailand, and Philippines through school visits and information sessions
- Advised prospective transfer students at Golden West College and Irvine Valley College
- Conducted high school presentations for prospective students in Orange County
- Facilitated undergraduate admission process as liaison to School of Art and Architecture
- Managed credit posting of external exam credit (AP, IB, A-Levels)

SCRIPPS COLLEGE, Claremont, CA

August 2010 – July 2013

Admission Counselor

- Evaluated applications from domestic public and private high schools all across the US
- Managed first-year recruitment efforts in Arizona, Southern California, Colorado, Washington D.C., Illinois, New Mexico, Utah, Oregon, and Washington.
- Managed technological aspects of the office, including admission website, online decision release, broadcast e-mail, and event registrations
- Chaired Admitted Student Day, the largest on campus admission event

BARNARD COLLEGE, New York, NY

October 2009 – July 2010

Graduate Assistant, Office of Admission

- Assisted with undergraduate first-year recruitment and matriculation efforts, with an emphasis on multicultural recruitment
- Identified community based organizations and resources to assist with recruitment efforts
- Evaluated applications to help select a diverse incoming class

EDUCATION

Master of Science in Counseling

December 2020

California State University, Dominguez Hills

Master of Arts in Higher and Postsecondary Education

October 2010

Teachers College, Columbia University

Bachelor of Arts in Psychology, Minor in Education

June 2008

University of California, Los Angeles

LANGUAGES

Fluent in Mandarin Chinese