

**EDUCATION**

**Louisiana State University (LSU), Baton Rouge, Louisiana** **August 2015 – present**  
M.A. in Higher Education (expected graduation by May 2017) **Current GPA: 4.20/4.30**

**Shanghai Normal University (SHNU), Shanghai, China** **September 2007 – June 2011**  
B.A. degree in English **Overall Undergraduate GPA: 3.35/4.00**

**Ball State University (BSU), Muncie, Indiana** **August 2009 – May 2010**  
Exchange Visiting Student (One of the only two students admitted to the BSU–SHNU exchange program)

**WORK EXPERIENCE**

**Graduate Assistant, Laville Honors Hall, LSU Residential Life** **January 2016 – May 2016**

- Support the Residential Life Coordinator for the co-administration of Laville Hall in all aspects including student staff supervision, administrative management and community development.
- Be responsible for departmental paperwork and processes through day to day operations.
- Engage with the residence community through participation of programming and staff meetings.

**Intern, LSU Office of Diversity** **January 2016 – May 2016**

- Assist the Associate Vice Provost to enact the mission of campus diversity through the development, implementation, and evaluation of strategic initiatives.
- Research and present diversity issues of higher education, formulate data for annual reports.
- Lead the unit's efforts in the creation and training of a student ambassadors program.

**Human Resources Officer, HSBC Bank (Shanghai Office)** **July 2011 – October 2014**

- Supported HR Managers to deliver a full range of HR services to more than 800 employees, maintained effective communication with staff, departments, and external agencies.
- Planned and implemented key projects such as annual Graduate Recruitment Program, Leadership Development Program, and New Staff Orientation.
- Assisted to supervise and coach junior HR assistants in the team and led best practice sharing.

**Intern, HSBC Bank (Shanghai Office)** **June 2010 – June 2011**

- Provided administrative support in office, including filing, translation, and payment tracking.
- Coordinated training events both within or cross department and provided on-site management.
- Maintained accurate e-system data and produced monthly management information reports.

**HONORS**

Dean's List, Nomination of National Society of Collegiate Scholars, SHNU Student Leader Award, SHNU Scholarship Award

**SKILLS**

Sophisticated skills in MS Office and PeopleSoft system; bilingual proficiency in English and Chinese