

NING SHAO

Arlington, VA 22209 | ningshao199981@outlook.com | (562)939-6060

EDUCATION

California State University, Long Beach (CSULB) <i>Master of Arts in Philosophy</i>	2021 – 2025
Shandong University <i>Bachelor of Arts in Philosophy</i>	2017 – 2021

PROFESSIONAL SUMMARY

Multilingual education professional with experience in academic support, translation, and administrative coordination.

Background in philosophy and linguistics, with strong cross-cultural communication and analytical skills. Skilled in student advising, bilingual communication (Chinese/English), and educational technology.

WORK EXPERIENCE

Research Intern <i>WE Education</i> <ul style="list-style-type: none">Conducted literature reviews on educational practices in cross-cultural settings.Analyzed student data to support program design and improve academic outcomes.Drafted bilingual educational materials (English-Chinese) and internal reports.	May 2024 – Feb 2025
Registrar and Office Assistant <i>Capitol Language Services</i> <ul style="list-style-type: none">Planned and executed student activities and managed schedules.Oversaw student enrollment processes and handled financial recordkeeping.Prepared and maintained inventory of educational manuals and office materials.	Apr 2024 – Feb 2025
Content Tutor <i>University Learning Center at CSULB</i> <ul style="list-style-type: none">Provided academic tutoring for undergraduate students in humanities disciplines.	2022 – 2023
Research Assistant <i>Department of Philosophy at CSULB</i> <ul style="list-style-type: none">Edited and formatted materials for Dr. Cory Wright's special issue on scientific explanation in <i>Philosophical Problems in Science</i>.	Spring – Summer 2022
Graduate Assistant <i>Department of Philosophy at CSULB</i> <ul style="list-style-type: none">Supported faculty with course logistics, grading, and student correspondence.	2021 – 2022
Substitute Teacher <i>Tengzhou Xinke Vocational High School, China</i>	2017 – 2019
Administrative Assistant <i>Department of International Affairs, Shandong University</i>	2017 – 2018
Chinese Teacher <i>China-Dolls Center for Rare Disorders, Shandong, China</i> <ul style="list-style-type: none">Taught Chinese to children with Osteogenesis Imperfecta in a tailored learning environment.	2017 – 2018
Salesperson and Customer Service <i>Zhibo Market, Tengzhou, China</i> <ul style="list-style-type: none">Sold stationery products and assisted customers with product selection and inquiries.	2014 – 2016
Independent Tutor <i>Taught Chinese, Mathematics, English, History, and Geography to middle and high school students.</i>	2016 – 2017

SKILLS

Computer Skills: Website hosting and DNS configuration (GoDaddy), Microsoft Office, Google Workspace, Salesforce CRM, SPSS, Excel, LaTeX

Language Skills: Chinese (Native), English (Professional fluency), Korean (Fluent), Japanese (Basic reading)

Educational Admin: Inventory tracking, event planning, document preparation, translation & interpretation

HONORS AND AWARDS

Academic Excellence in Philosophy Award	2022 – 2023 CSULB
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CSULB Student Summer Research Award	Summer 2022 <i>One of 34 university-wide recipients</i>
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RELEVANT COURSEWORK

Rationality and Decision Making: Formal techniques from logic, probability, statistics, and game theory

Social Ontology: Topics on disability, gender, and identity

Ethics: Theories of morality and applied ethics

Cognitive Psychology: Human cognition, learning processes, memory, and rational behavior

Logic and Critical Thinking: Modal and predicate logic