

# Genevieve Chiong

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## EDUCATION

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**Master of Environmental Science and Management** (Expected June 2022)

**Bren School of Environmental Science & Management – University of California, Santa Barbara (UCSB)**

Specializations: Conservation Planning

**Bachelor of Science in Ecology, Behavior, Evolution** (June 2014)

**University of California, Los Angeles (UCLA)**

Awards/Honors: College Honors Program, Dean's Honors List

## PROJECT MANAGEMENT AND COMMUNITY ENGAGEMENT EXPERIENCE

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**Biodiversity Funders Group, San Francisco, CA**

***Membership Associate*** (2/20–10/20)

- Analyzed 35+ years of data to produce internal and public reports of BFG's programs and services focused on the organization's success, expansion, and effective functioning
- Organized our 5-day all-member annual meeting for 100+ attendees
- Coordinated 10+ webinars on various biodiversity issues in collaboration with global environmental scientists
- Spearheaded monitoring and evaluation efforts to measure our on-the-ground impact
- Devised engagement, marketing, outreach strategies to facilitate member solutions, growth, and retention

***Consultant*** (8/18–12/19)

- Organized membership outreach projects, conducted surveys for 350+ members and analyzed results
- Collected and analyzed data to promote membership growth and retainment
- Composed high quality science communications to educate diverse audiences on biodiversity issues
- Initiated and maintained systems to track project objectives, activities, and deliverables
- Oversaw updating website and social media content

***Grantmaker Association Intern*** (5/18–7/18)

- Assembled a comprehensive report that provided insights into member profiles and interests for the Board of Directors, enabling the leadership to better service current and prospective members of the association
- Implemented an organization wide survey and examined 35+ years of membership data

**Sustainable San Mateo County, San Mateo, CA**

***Pathways to Sustainable Communities Research Assistant*** (10/18–10/19)

- Identified steps and solutions that individuals, decision makers, and communities can take toward more sustainable futures
- Investigated a range of environmental and community sustainability topics through data analysis, literature review, and writing report content

**San Francisco Public Works, Bureau of Building Design and Construction, San Francisco, CA**

***Public Service Aide*** (7/18–2/20)

- Monitored the Bureau's \$64M budget and executed budget, expense, and policy analysis
- Screened vendors and forecasted spending to create purchase orders
- Implemented and maintained systems to track finances
- Provided administrative functions in areas of operations, office management, and employee recruitment
- Mentored high school and college students, through the San Francisco YouthWorks and Project Pull programs, introducing youth to city government careers and essential job skills

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## PROJECT MANAGEMENT AND COMMUNITY ENGAGEMENT EXPERIENCE (Continued)

University of San Francisco, San Francisco, CA

**Microbiology Researcher** (8/16–8/17)

- Executed an independent project studying the acoel flatworm *Convolutriloba longifissura* to elucidate the signaling pathways and molecular mechanisms allowing for post-embryonic axial re-specification during longitudinal fissioning in relation to its role in regeneration
- Headed laboratory upkeep including aquarium husbandry for various marine organisms
- Wrote research proposals and successful fellowship grants
- Trained undergraduate research assistants in several DNA extraction methods, DNA purification, DNA quantification, PCR, gel electrophoresis, and gel imaging protocols

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## COMMUNICATION AND PUBLIC SPEAKING EXPERIENCE

Nexus Learning Center, Zhongshan, Guangdong, China

**English Teacher** (4/15–8/16)

- Taught 10 elementary and middle school students on an individual basis
- Headed classes ranging from phonics to IELTS for 60+ students ranging from elementary aged to adults
- Explored learning methods and prepared learning resources targeted for the specific student's needs
- Designed and performed marketing and outreach strategies to facilitate customer growth including social events, advertisements, presentations, and fairs for 75+ attendees

Zhongshan Polytechnic College 中山职业技术学院, Zhongshan, Guangdong, China

**English Teacher** (3/15–8/15)

- Taught English Speaking and Business English courses to 180 English major students
- Assessed students' needs and identified weak areas for improvement
- Examined learning methods and incorporated learning activities to supplement textbook curriculum
- Organized extracurricular student activities of daily English reading practice sessions and weekly English Association club meetings

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## ADDITIONAL FIELD AND LAB EXPERIENCE

**Student Field Researcher – UCLA EEB Department**, Multiple Locations, CA (3/14–6/14)

Conducted field ecology research for 11 weeks throughout California. Utilized species distribution modeling to lead a herpetology bioinventory project in the Mojave Desert. A manuscript of the project results was requested by the Bureau of Land Management to better inform management in the wilderness area.

**Student Research Assistant – UCLA EEB Department**, Los Angeles, CA (10/11–6/12)

Researcher in the Jacobs lab working with PhD student David Gold to study the jellyfish Aurelia's nervous and sensory systems in relation to its regenerative abilities. Executed Scyphozoan DNA extraction and oversaw aquarium husbandry including maintenance and raising jellyfish.

**Anthropology Collections Intern – California Academy of Sciences**, San Francisco, CA (6/11–8/11)

Anthropology summer intern tasked with handling and photographing archaeological artifacts, organizing the collection cabinets, and utilizing Photoshop to edit photographs and upload them to the artifact database.

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## SKILLS, CERTIFICATIONS, AND ACTIVITIES

**Computer:** Microsoft Office Suite, Google Suite, Salesforce, Zoom, GoToWebinar, SurveyMonkey, Mailchimp, Canva, Photoshop

**Languages:** English (Fluent), Mandarin (Conversational)

**Certifications:** Accounting Fundamentals (City College of San Francisco)

**Awards:** University of San Francisco Whitehead Research Fellowship (\$10,000)

**Presentations:** Presented acoel *Convolutriloba longifissura* project to 100+ people at the University of San Francisco Creative Active and Research Day 2017