

JEANNIE CHEN 陈宇晶

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EDUCATION

2020 – 2022	Master of Education (M.Ed.), Learning Design & Technology University of Southern California
2016 – 2018	Master of Library and Information Science (MLIS) University of California, Los Angeles
2010 – 2015	B.A. – English Honors Program, <i>Magna Cum Laude</i> California State University, Northridge

LANGUAGES

- Chinese: native proficiency (speaking); basic proficiency (reading)
- German: beginning proficiency
- English: native proficiency

TECHNOLOGY SKILLS

- Bibliographic Description: RDA, MARC 21, XML
- Integrated Library Systems (ILS) / Library Service Platforms (LSP)
- Online Learning Management Systems: Moodle, Canvas, etc.
- Team-based Project Management Software: Asana, Trello, Slack
- Web Development: Basic HTML, CSS, GitHub
- Archival Management Software: Archivist's Toolkit, ArchivesSpace
- Statistical Computing Software: SPSS (Statistical Package for the Social Sciences)
- Audiovisual Editing Software: Adobe Premier Pro, Audacity
- Social Media Outreach: YouTube, Twitter, Facebook, Instagram
- Teleconferencing Software: Zoom, Skype, Cisco Webex, Google Meet
- Enterprise Content / Process Management Software: OnBase
- Office Computing Software: Microsoft Word, Excel, PowerPoint, Access

CERTIFICATIONS & LICENSES

December 2020 – **Certificate of Completion | Teaching Techniques: Developing Curriculum**

LinkedIn Learning – Instructor: Oliver Shinkten (Founder of AssistEd Shift and ComPassion Based Learning)

- This course explores how to develop a curriculum that not only identifies learning objectives for individual lessons, but also informs pedagogy and assessment strategies.
- Upon completion, users will understand crucial components of curriculum development, including how to create learning objectives, consider the scope and sequence, deliver high-quality feedback, and make learning materials accessible to all learners.

October 2020 – **Certificate of Completion | Understanding Copyright: A Deeper Dive**

LinkedIn Learning – Instructor: Dana Robinson (Founding Partner of TechLaw LLP)

- This course covers copyright law and digital copyright, licensing, public domain, and fair use. Dana Robinson also reviews the process for searching for and filing copyrights as well as what constitutes copyright infringement.
- Upon completion, users will understand how to file for copyright certification, what course(s) of action will guarantee the end of infringement, relate copyright to the purchase of software, define public domain, and meet the requirements for copyright certification with the Copyright Office.

August 2020 – **Certificate of Completion | Elearning Essentials: Storyboarding**

LinkedIn Learning – Instructor: Brett Kirkpatrick (Learning Experience Architect)

- This course covers how to effectively storyboard elearning and craft storyboards and offers best practices to ensure the success of an elearning project.
- Upon completion, users will understand the benefits of storyboarding, be able to identify project requirements and goals, effectively communicate with stakeholders, and incorporate basic storyboard elements in their work (such as text, animation, scenarios, and knowledge checks).

August 2019 – **Teaching English as a Foreign Language (TEFL) in China Certification**

TEFL in China Program – State Administration of Foreign Expert Affairs (SAFEA)

- TEFL in China was launched as a teacher training program in 2006, by the State Administration of Foreign Expert Affairs (SAFEA). It is an accelerated program, with the most necessary materials and discussion for teachers of EFL in China.
- The core training program of TEFL in China is designed for general English language instruction. Materials are designed to be applied to a wide range of students, young or mature, novice or advanced. The aim is to equip teachers with an array of materials and a repertoire of techniques that will work in almost any classroom.

March 2019 – **Certification of Completion | American Libraries Association (ALA)**
Music Collection Development for Every Librarian eCourse

- This six-week eCourse provides a detailed introduction to the core concepts, functions, and tools of music collection development. The course instructors are Houman Behzadi, Lisa Hooper, and John Redford.
- Over the course of pre-recorded video lessons, readings, and assignments, learners develop their own collecting philosophy and gain a deeper understanding of collection development policies, ownership vs access, collecting strategies, budget management, format-based selection tools, firm orders, standing orders, and approval plans.
- Instructors will note the commonalities and differences in how core concepts are adapted to local institutional needs in small, medium, and large institutions.

June 2018 – **Credential Badge | UCLA Writing Instruction + Research Education**
WI+RE Foundations in Pedagogy & Design

- Recipients of this badge have completed an introductory workshop on instructional design and learning created by WI+RE (Writing Instruction + Research Education).
- Participants reflected on their own experiences as learners and then began to explore how these experiences shape their beliefs about memorable, meaningful, and transformative learning.
- Learners that have received this badge have demonstrated their ability to: 1) Define key concepts in learning and pedagogy; 2) Provide examples from personal experience for these key concepts; 3) Infer learning outcomes from their own learning by reflecting on and analyzing your experiences; 4) Articulate learning outcomes using observable verbs; 5) Reflect on our ever-evolving approach to learning and teaching on the WI+RE team; and 6) Work with a toolbox of video production, animation, and design tools to create a learning narrative video that reflects WI+RE's design and pedagogy principles.
- Credential ID: CREDLY-14963121.
- Link to Credential: <https://credly.com/credit/14963121>.

PROFESSIONAL EXPERIENCE

2019 – 2020: **Teaching Aide (Nanjing, China)**

Global Classroom Program – UCLA International Institute

Primary Duties and Responsibilities:

- Work with UCLA Global Classroom instructors in the delivery of University Extension (UNEX) course content at Nanjing Jinling High School (金陵中学), one of the top public high schools in Jiangsu Province that has earned distinction as one of China's "100 Key Schools."
- Guide high school students with academic reading, writing and presentation as well as critical thinking and analysis in the humanities and social sciences subjects.

- Aid in delivery of credit-bearing UCLA courses to high school students in the Zhongmei Ban Program/中美班 (ZMB/ “China-America Program”).
- **SPRING 2020:** Proposed and implemented creative learning solutions to complement synchronous instruction via Zoom videoconferencing during the **COVID-19 pandemic**.
 - Onboarded **57+ students** to the **Canvas learning management system (LMS)** for **two courses** within the span of the first week: History of American Popular Culture and 20th Century US History.
 - Successful use of **hybrid learning approach** to address problems of time zone differences and geographical distance.
 - Bridged gaps in **academic continuity** and **course scheduling**.
- Prepare students with **educational technology skills** for the evolving teaching and learning landscape of American universities and colleges.

Sept 2018 – Dec 2018: **Graduate Assistant**

Richard C. Rudolph East Asian Library – UCLA Library

Primary Duties and Responsibilities:

- Edit, update, and maintain web content for the East Asian Library (EAL) in Drupal.
- Apply design thinking approach to improve user experience and content of website.
- Enrich EAL’s online presence with greater depth of content, including information documenting major programs, exhibitions, and activities.
- Assist with programs, projects, and other activities as needed, including the East Asian Library 70th Anniversary Celebration.
- Perform public reference services and staff the reference service desk.

June 2018 – Aug 2018: **Academic Library Intern**

Bonisteel Library (Interlochen Center for the Arts) – Interlochen, Michigan

Primary Duties and Responsibilities:

- Work with circulation, shelving, processing of new acquisitions, and implementation of summer library programs.
- Help users navigate a diverse array of collections which support the academic programs at Interlochen, including creative writing, comparative arts, dance, motion picture arts, music, theatre, liberal arts, math and science, and visual arts.
- Perform reference duties and help individuals of various ages and interests find information through subscription databases, research guides, and the library catalog.
- Design and implement library exhibitions and projects under supervision of academic library director, including those relating to specific collections, themed displays, and more.
- Perform overlay cataloging to streamline classification systems used to organize music collections in the Academic Library.

Apr 2018 – June 2018: Instructional Design Assistant

Writing Instruction + Research Education (WI+RE) – UCLA Library

Primary Duties and Responsibilities:

- Design and implement fresh innovative approaches to library instructional services and information literacy initiatives.
- Work with an interdisciplinary team to create and assess learning objects for use in both asynchronous and synchronous instructional settings.
- Apply technology skills and design thinking approach to create dynamic and engaging learner-centered experiences embedded into class curriculum.
- Become familiar with creating documentation and project workflows through the use of team-based project management software: Trello, Asana.

Sept 2017 – June 2018: Digital Archiving Speaker Series Project Assistant

2017-18 UCLA Digital Archiving Collective Visiting Speaker Series

Primary duties and responsibilities:

- Work under supervision of Dr. Shawn Vancour (UCLA Information Studies Dept).
- The UCLA Digital Archiving Collective Visiting Speaker Series was a newly launched series that ran from Fall 2017-Spring 2018 which focused on issues in digital archiving and offered a platform for thoughtful discussion on topics such as collection sustainability, legal and ethical issues, access and outreach, and data management. This series was made possible through a grant from UCLA Interdisciplinary and Cross Campus Affairs (ICCA) and subsequent support from the UCLA Digital Humanities Program.
- Distribute official publicity announcements to designated communications officers in ten departments/centers across the UCLA campus, including: Information Studies Department; UCLA Film & Television Archive; Theater, Film & Television Department; Music Department; Music Library; Ethnomusicology Department; Communication Studies Department; UCLA Library; Digital Humanities; Bunche Center; UCLA Asian American Studies Center; UCLA American Indian Studies Center; and UCLA Chicano Studies Research Center.
- Handle communications among core members, hosts, and series coordinator regarding venue set-up, event catering, A/V technology team, guest attendance, publicity, and inquiries from speakers.

June 2017: Rutgers Institute of Jazz Studies Archival Fellow

Institute of Jazz Studies (IJS) – John Cotton Dana Library, Rutgers University

Primary duties and responsibilities:

- Selected to work with a team of two other archives fellows to develop a digital project over the course of a two-week jazz archives fellowship (June 11-22, 2017)

- Arrange and describe a representative collection under the supervision of the IJS's archivists and collaborate on a collection guide/finding aid.
- Engage in discussions and learning opportunities about archival and digital collection management issues, as well as meet with Rutgers faculty, staff, and administrators on issues of diversity and how it can be served by a specialized archive like the IJS.
- Participate in site visits to several New York metropolitan area archives including the Carnegie Hall Archives, New York Philharmonic Archives, Louis Armstrong Archives, National Jazz Museum, and Thomas Edison National Historical Park.

Feb 2017 – Aug 2017: **Music Archives Intern**

Piatigorsky Archives – The Colburn School of Music

Primary duties and responsibilities:

- Identify errors and revise finding aid for the Piatigorsky Archive using ArchivesSpace.
- Export finding aid using ArchivesSpace to the Online Archive of California (OAC)
- Register the Piatigorsky Archives as an official contributing institution on OAC.
- Refine internal collection inventory lists and make them more searchable by staff.
- Engage in reference and inquiry services for users requesting access to archival materials.
- Process and catalog new donations of books and textile/clothing material into the archive's finding aid.
- Participate in outreach and exhibition planning activities for exhibitions and film screening events on Piatigorsky – i.e., assisting supervisor in recording measurements of physical exhibition space, researching existing exhibitions (such as 'Jazz at the Hollywood Bowl')
- Assist with planning exhibition layout, selecting display themes, and curating potential exhibition materials from the Piatigorsky Archives.

Jul 2017 – Aug 2017: **UCLA International Institute Graduate Assistant**

Global Chinese Philanthropy Initiative (GCPI) – UCLA International Institute

Primary Duties and Responsibilities

- Collaborate with a team of UCLA faculty, International Institute staff, IT managers, senior web developers, and other graduate assistants to prepare for major launch events and manage profiles of significant Chinese and Chinese American donors.
- Operate in a dynamic, multilingual/cross-cultural environment.
- Modify and manage web content using Webtools.
- Write, translate, and publish web pages in three scripts: English, traditional Chinese, and simplified Chinese.
- Copy edit English-to-Chinese translations before final publication.

Oct 2016 – Jul 2017: **Graduate Assistant**

Information Studies Lab – UCLA Department of Information Studies

Primary duties and responsibilities:

- Provide assistance to fellow students enrolled in the degree programs at UCLA Graduate School of Education and Information Studies (GSEIS), as well as to faculty of the UCLA Department of Information Studies in the use of workstations, networked information resources, online services, print and other multimedia resources in the IS Lab.
- Provide support to the professional staff in day-to-day operations and maintenance of the IS Lab and its collections.
- Assist and/or lead instruction during workshops presented by the IS Lab
- Identify and take on special assignments or projects that address and/or resolve extant need(s) of the Information Studies lab.
- Assume responsibility of lab operations during respective work hours.

June – Aug 2016: **Administrative Assistant**

Information Technology Center – California State University, Northridge

Primary duties and responsibilities:

- Engage multiple tasks and transition among roles seamlessly in a team setting.
- Adapt to new situations quickly and effectively.
- Provide extra support and assistance to staff members at the Information Technology Center as needed.
- Apply bilingual language skills in work with international visitors and scholars (functional proficiency in Mandarin, the most common Chinese dialect, and native proficiency in English).
- Maintain and set-up conference rooms at the IT Center for meetings by faculty and staff, as well as visitors to CSUN.

Jan – May 2016: **Graduate Assistant**

Humanities Research Lab – California State University, Northridge

Primary duties and responsibilities:

- Assisted in providing a creative and productive work space for faculty and students in the College of Humanities (both undergraduate and graduate) to conduct and complete unique research projects.
- Communicated efficiently with faculty and students to meet the distinct needs of different projects, which spanned the fields of Digital Humanities, Asian American Studies, Language and Linguistics, Religious Studies, and more.
- Processed booking requests from faculty and students for the Humanities Research Lab, managed lab technology, and monitored and recorded lab use during individual/group research work sessions.

Jan – May 2016: Archival Processing Intern

Special Collections & Archives (University Library) – California State University, Northridge *Primary duties and responsibilities:*

- Arranged and described a manuscript collection held by CSUN's Special Collections and Archives Department.
- Completed assigned readings to aid in processing an assigned collection: The Carl Sandburg Collection.
- Performed basic preservation work.
- Created required internal documentation during processing.
- Helped create a finding aid for the assigned collection.
- Spent approximately 140 hours over the course of the semester on the project.

May 2014 – May 2016: Music & Media Collections Processor, Assistant to the Director

Music & Media Dept. (University Library) – California State University, Northridge *Primary duties and responsibilities:*

- Coordinated with faculty members and staff for film and media resource requests
- Processed newly arrived music and media materials in preparation for shelving
- Collaborated with members of other library departments to complete internal projects
- Assisted area supervisor in conducting trainings, creating documentation, and developing orientation materials for new student assistants
- Co-curated and organized Chinese art/calligraphy exhibitions showcasing the culture and works of local and international artisans at University Library's Music & Media Department.
- Past and current exhibition projects include: "Chinese New Year and Cultural Exhibition," "Chinese Film Festival," "American Indian History Month," "Chinese Painting and Calligraphy," and "Chinese Porcelain Painting Exhibition."

Aug 2012 – May 2014: Library Reference & Bookings Assistant

Music & Media Dept. (University Library) – California State University, Northridge *Primary duties and responsibilities:*

- Guided library patrons, faculty & students in locating resources in the collection.
- Assisted area supervisor in the training and adjustment of new student workers.
- Efficiently worked with faculty to create bookings for in-class film showings.
- Organized and curated artistic and cultural exhibitions, including Chinese New Year, Porcelain and Watercolor Paintings, and Chinese Calligraphy.

May – Aug 2014: **International Programs Intern, China**

International Programs Office, Nanjing University of Science & Technology (NUST) – Nanjing, China

Primary duties and responsibilities:

- Performed Chinese Mandarin to English oral translation for faculty-led workshops on calligraphy and martial arts for international students.
- Assisted with two international student cohorts from Sweden and the U.S. with adjusting to university life at NUST, English translation, and cultural events.
- Served as a tour guide and English translator for international student field trips to Shanghai, Suzhou, the Yellow Mountains and Sun Yat Sen Mausoleum in Nanjing.
- Applied skills in digital photography and English writing to improve NUST International Programs Office's promotional materials and website.
- Conducted a study/interviews of international students from America and Sweden, documenting their cultural experiences in China.
- Published resulting findings in a photojournalistic article in the CSUN China Institute Annual Newsletter.

Aug 2014: **English Translator for International Programs**

University of International Business and Economics (UIBE) – Beijing, China

Primary duties and responsibilities:

- Translated and edited research articles for UIBE faculty and students submitted for publication in academic journals.
- Served as English translator in a UIBE research team on their visit to the manufacturing facilities of Nestlé company in Inner Mongolia, China

May – Aug 2013: **International Program Student Assistant**

International and Exchange Student Center – California State University, Northridge

Primary duties and responsibilities:

- Helped newly arrived international students in obtaining consultations with international advisors, assisted with questions on visa paperwork, and gave them brief orientations about on-campus services and resources
- Assisted the IESC Advisers in creating positive relations and interactions with international students and in handling unexpected emergency situations (i.e., health or family emergencies, admission and enrollment issues, urgent travel requests, etc.)

Spring 2012: English Tutor and Translator

Vaughn Next Center Learning Center (VNCLC) – Los Angeles, CA

Primary duties and responsibilities:

- Supervised a Chinese elementary school student group from Wuhan Foreign Languages School (WFLS) on their classroom study at Vaughn Next Century Learning Center (VNCLC) in Pacoima.
- Chaperoned WFLS student group on their visits to L.A., San Francisco, and Hawaii.
- Conducted an interview study with WFLS students reflecting on their cultural exchange program.
- Authored photojournalistic article, which was published in VNCLC and CSUN China Institute newsletters.

May – Aug 2012: English and Music Instructor

Wuhan Foreign Language School (WFLS) – Wuhan, China

Primary duties and responsibilities:

- Taught English and music to second grade elementary school students at WFLS.
- Assisted school principal and staff in conducting interviews of American teachers applying for instructor positions in WFLS.
- Served as guest judge for English language competitions.
- Joined a special WFLS teacher delegation to teach in a rural school in Tian Shang Ping, Hubei, China, where the team's volunteer work transformed the run-down rural school into a clean and beautiful setting with a fully-functioning kitchen and a "Happy Dining Room" to serve hot lunches to the school children.

Spring 2012: Service Ambassador

Saks Fifth Avenue – Beverly Hills, California

Primary duties and responsibilities:

- Utilized bilingual language skills in Mandarin Chinese and English to translate for and provide guided assistance to Chinese customers and tour groups.
- Assisted Saks' administrators in creating a friendly and culturally relevant atmosphere for international customers.

Fall 2011 – Spring 2012: English Tutor for Shanghai Principals

Vaughn Next Century Learning Center (VNCLC) and California State University, Northridge

Primary duties and responsibilities:

- Provided one-on-one tutoring in English -oral and written language skills-to elevate the Shanghai school principals' ability to meaningfully interact with and

communicate with American faculty, staff, and students during their study at CSUN and visits to local schools.

- Utilized digital photography and visual editing skills to document important events and moments at CSUN's training workshops for Shanghai School Principals.

MAJOR HONORS & AWARDS

7/2019	Emerging Archival Scholars Program (EASP) Scholarship (2019) – supported attendance to the 2019 Archival Education Research Institute (AERI) at the Liverpool University Centre for Archive Studies (LUCAS).
11/2018	Kevin Freeman Travel Grant (2019) – Music Library Association (MLA) – supported attendance to the 88 th Annual Meeting of the Music Library Association from Feb. 20-24, 2019 in St. Louis, MO.
9/2018	Brooks McNamara Performing Arts Librarian Scholarship (2018) – Theatre Library Association (TLA).
6/2018	Joint Conference of Librarians of Color (JCLC) Travel Award (2018) – supported attendance to the 2018 JCLC Conference in Albuquerque, NM.
3/2018	Distinguished Service Award (Director for International Student Affairs) – UCLA Graduate Students Association (GSA) Vice President for Internal Affairs.
2/2018	Association of Research Libraries (ARL) 14 th Annual Leadership Symposium (2018) – Denver, CO.
11/2017	Diversity Paper Award (2017) – Awarded by the UCLA Department of Information Studies for paper entitled “Euphemism as a Form of Forgetting: Interrogating Archival Description in Collections on World War II Japanese American Internment”.
7/2017	ARL Kaleidoscope Program (formerly Initiative to Recruit a Diverse Workforce), 2017-19
7/2017	Emerging Archival Scholars Program (EASP) Scholarship (2017) – supported attendance to the 2017 Archival Education Research Institute (AERI) at University of Toronto.
6/2017	ALA Spectrum Scholarship Leadership Institute Program (2017) – American Libraries Association (ALA) Annual Conference in Chicago, IL.
6/2017	Rutgers University Institute of Jazz Studies Archival Fellowship (2017) – Rutgers University (Newark, NJ).
5/2017	Josephine Forman Scholarship (2017) – Society of American Archivists (SAA) Awarded at July 2017 SAA Annual Conference in Portland, OR.
9/2016	Wilna Cornwell Fellowship (2016-17) – UCLA Graduate School of Education and Information Studies

- 9/2016 Lawrence Clark and Fay Shoemaker Powell Scholarship (2016-17) – UCLA Graduate School of Education and Information Studies
- 6/2016 Spectrum Scholarship Award (2016-17) – American Libraries Association (ALA)
- 4/2016 CSUN College of Humanities Graduate Student Conference Travel Award
- 4/2016 CSUN Graduate Students Conference Travel Award
- 4/2016 Thomas Matthew Magness Travel Award for English Graduate Students
- 4/2015 Outstanding Library Student Employee Award for excellence in Work Ethics, Performance, and Leadership – Delmar T. University Library, CSUN.
- 12/2014 2014 Linda Nichols Joseph English Merit Scholarship (highest honor and largest award for English majors at CSUN)
- 5/2011 Jacob and Bronislaw Gimpel Scholarship.

RESEARCH

Conference Presentations

- 7/2019 “Strangers from a Different Shore: Examining Archival Representations and Descriptions of the Chinese in America.” *2019 Archival Education and Research Institute*. Paper Presentation, Liverpool, U.K. **Accepted**.
- 2/2019 “Diversifying the Field through Professional Development Opportunities: The Jazz Archives Fellows Program at the Institute of Jazz Studies.” *2019 Music Library Association 88th Annual Meeting* (Conference Theme: Diversity and Inclusion) – Panel Presentation, St. Louis, Missouri, U.S. **Invited**.
- 7/2017 “Euphemism as a Form of Forgetting: Interrogating Archival Description in Collections on World War II Japanese American Internment.” *2017 Archival Education and Research Institute: Windows, Frames, and Landscapes*. University of Toronto – Poster Presentation, Robarts Library, University of Toronto, Ontario, Canada.
- 4/2016 “A Transgressive Machinery: The Mimicry of Automotive Spaces in Fae Myenne Ng’s *Bone*.” *Gateways, Ports and Portals: Re-imagining Points of Departure for Asian American Studies: The Association for Asian American Studies (AAAS) Annual Conference*. Paper Presentation. Miami, Florida, U.S. **Invited**.
- 8/2015 “The New Exclusion Act: A Critical Analysis of the Discriminatory Language Requirements for Chinese/International Scholars in the U.S.” *2015 Oxford Education Research Symposium*. Paper Presentation. Oxford University, Oxford, U.K.

Publications

- Chen, Jeannie. “‘Strangers From a Different Shore’: Examining Archival Representations and Descriptions of the Chinese in America” / “彼岸来的陌生人”: 初探在美华人的档案记录 and 描述 in *Journal of Chinese Overseas* (June 2019): 1-22.

Speaking Engagements

Chen, Jeannie. (2021, January 7). *The Power of Language in Shaping Memory* [Guest Speaker]. Perpetual Foreigners: The Civil Rights Journey of Asian-Americans from the Yellow Fever to COVID-19, Southwestern Law School January 2021 Intersession Course (Instructor: Hon. Rupa Searight Goswami).

SERVICE TO THE PROFESSION

2020-Present	Member – Conference Travel Grant Committee. <i>Chinese American Librarians Association (CALA)</i> . Invited.
July 2020	Co-Instructor – Global Citizenship in the Digital Age: A Civic Youth Summer Boot Camp . Developed an information literacy and civic engagement curriculum for a free 10-day boot camp for U.S. high school & college students.
2019-Present	Member – Scholarship and Awards Committee. <i>Asian Pacific American Librarians Association (APALA)</i> . Invited.
2019-Present	Member – Professional Awards Committee. <i>Theatre Library Association (TLA)</i> . Invited.
2018-Present	Member – Annual Program Planning Committee. <i>Chinese American Librarians Association (CALA)</i> . Invited.
2019	Volunteer – <i>Association of Research Libraries (ARL) Kaleidoscope Program Application Advisory Service</i> .
2018-19	Member – Social Media Outreach Subcommittee. <i>Chinese American Librarians Association (CALA)</i> . Invited.
2016-17	Member – Subcommittee for Diversity. <i>Los Angeles Archivists Collective</i> .

PROFESSIONAL ORGANIZATIONS

2020 – Present	Online Learning Consortium (OLC)
2020 – Present	Lambda Delta Tau (LDT) Society – USC Rossier School of Education
2020 – Present	Association for Talent Development (ATD) – Los Angeles Chapter
2018 – Present	Association of College and Research Libraries (ACRL)
2016 – Present	Asian Pacific American Librarians Association (APALA)
2016 – Present	Chinese American Librarians Association (CALA)
2018 – 2019	Music Libraries Association (MLA)
2016 – 2018	American Libraries Association (ALA)
2016 – 2017	Los Angeles Archivists Collective (LAAC)

LEADERSHIP EXPERIENCE

Spring 2020: **Moderator**, [2020 Chinese American Librarians Association \(CALA\) Virtual Conference Poster Session](https://2020calaposter.wordpress.com/)

- Moderated a live virtual poster session using Zoom videoconferencing on Wednesday, June 24, 2020 at 3:00 PM (Eastern) / 12:00 PM (Pacific) / 2:00 PM (Central).
- Facilitate Q&A between poster presenters and attendees who joined us from cities in the United States, Canada, and China.
- Successfully ensured continuity in moving a face-to-face conference poster session online; our committee worked with the CALA Web Committee to migrate/host poster & presentation material on a WordPress site: <https://2020calaposter.wordpress.com/>.
- Poster topics included using digital humanities initiatives to advance diversity and inclusiveness in higher education, improving student engagement through immersive learning environments using VR/AR, countering digital polarization and advancing civic information literacy, building family branch libraries in rural China, and presenting comparative research on rural and urban children's libraries in China.
- Presenters came from institutions including (but not limited to): the Leddy Library at University of Windsor (Ontario, Canada), Indiana University Kokomo Libraries, UC Santa Barbara Library, Peking University, Duke University Libraries, and University of Illinois at Urbana Champaign.

Fall 2017 – Spring 2018: **Director of International Student Affairs**, *UCLA Graduate Students Association (GSA)*

- Work with the GSA Vice President of Internal Affairs on initiatives to develop key initiatives for international graduate students at UCLA.
- Advocate to expand affordable housing for international graduate students.
- Bring in firms that are looking to acquire international talent to expand the job outlook for international graduate students.
- Build a welcoming community for both domestic and international graduate students as a whole, through social activities and events.
- Manage a budget of \$9,000 to run major initiatives and programs for international and domestic graduate students.
- Recruit and manage a team of coordinators and volunteers to launch initiatives and research aimed at evaluating the effectiveness of campus resources/services and making them more accessible to international students
- Develop meaningful connections and collaborations among individuals and organizations, including: the UCLA Career Center, the Dashew Center for International Students and Scholars (DCISS), International Graduate Students Association (IGSA), GSE&IS International/Transnational Dialogue Group (I/TDG), Undergraduate Students Association Council (USAC), and the International Student Leadership Coalition (ISLC).

- Collaborate with other campus student organizations on projects that seek to understand and directly address the current issues facing international graduate students, and effect policy change by representing these concerns to campus administrators/leaders.

Fall 2017 – Spring 2018: **Vice President of Finance**, International/Transnational Dialogue Group (I/TDG) – UCLA Graduate School of Education and Information Studies (GSE&IS).

- Help coordinate and manage events and activities for international graduate students and scholars in the UCLA GSE&IS.
- Publicize events to the Department of Education and Department Information Studies, and to the larger campus community.
- Uphold the I/TDG's mission to: 1) Provide a comfortable and supportive space for students and scholars with international/transnational backgrounds and/or interests; 2) Raise awareness of the experiences, perspectives, and resources that international/transnational students and scholars bring to GSE&IS and UCCA at large; and 3) Bring local cultures and concerns closer to the international/transnational community to promote more fruitful dialogues and collaborations.

Winter 2018: **Panel Moderator**, International Student Career Intensive at UCLA Career Center

- Facilitated discussion and questions for a career panel of four former UCLA international students and alumni at the UCLA International Student Career Intensive.
- Provided a forum for concerned international graduate students to learn about and ask questions regarding H1B work visas, university policies governing international students at UCLA, how the job application process varies across different disciplines, and receive tips on successful interviews.
- All participants were offered free professional head-shots at the event's conclusion.
- Collaborated and co-sponsored event with the UCLA Career Center, UCLA Graduate Division, Dashew Center for International Students and Scholars (DCISS), and International Graduate Students Association (IGSA).

Spring 2017: **Roundtable Facilitator**, 2017 UCLA Career Development Conference for Graduate Students and Postdoctoral Scholars

- Facilitate lunch-time conversation with invited UCLA alumni and graduate students/postdoctoral scholars.
- Promote engaging discussions and encourage conversational flow using open-ended questions and inclusive facilitation techniques.
- Manage time, pace topics, and provide supportive environment to foster dialogue.
- Utilize prior research and area knowledge in the selected discipline to build rapport, open-mindedness, and intellectual connection amongst participants.
- Ensure the UCLA alumnus/alumna and graduate students all have ample opportunity to introduce themselves, share their background, and exchange information on career development in a variety of industries, academia, and other fields.

Winter 2017: **Event Organizer**, *Film Screening of “Reunification” (by Alvin Tsang)*
Co-sponsored by CSUN China Institute, College of Humanities, and Asian American Studies Department.

- Organized a free documentary screening for faculty, students, and the general public at the Ferman Presentation Room (CSUN University Library).
- “*Reunification*” is an award-winning, deeply personal film that reflects on the contemporary Asian American immigrant experience. Filmmaker Alvin Tsang traces memories of his family migration from Hong Kong to Los Angeles in the 1980s, exploring different channels and modes, labor histories, and Hong Kong’s colonial trajectories, and navigates questions arising from the years of unresolved personal strife and economic uncertainties within his own family while growing up in the U.S.

Fall 2016 – Spring 2018: **Volunteer / Archives Committee Member**, *Chinese Historical Society of Southern California (CHSSC)*

- Actively participated in CHSSC Archives Committee, which strives to help CHSSC establish a resilient support network, develop basic archival skillset/tools, and execute more effective, sustainable stewardship of its archival collections.
- Initiated project to register the CHSSC as an official contributing member of the Online Archive of California (OAC), one of the primary databases used by historians, researchers, scholars, and other students in and around California.
- Collaborated with archives committee members to create and publish collection guides to CHSSC’s archival collections.
- Helped draft and implement action plans for several projects, and which sought to address the organization’s priorities, needs, and expectations for the archives’ development and maintenance.
- Worked as part of a team to organize and clean archival storage area and units.
- Recruited and managed a team of graduate student volunteers from UCLA to help CHSSC with ongoing projects and organizational needs.

Fall 2016 – Spring 2018: **Publicist**, *American Libraries Association (ALA), UCLA Student Branch*

- Build and sustain mutually beneficial relationships among ALA as an organization and its public.
- Actively participate in and contribute to ALA meetings and events.
- Create, design, and distribute flyers for ALA related events.
- Create content for ALA social media platforms.
- Document and manage publicity for events through writing/photography.

Fall 2016: **Event Organizer**, *Film Screening of “My Life In China” (by Kenneth Eng)*

Co-sponsored by the CSUN College of Humanities and CSUN China Institute

- Organized a free documentary screening for faculty, students, and the general public at the Ferman Presentation Room in the CSUN University Library.
- “*My Life in China*” follows the story of Director Ken Eng’s father, who left China during the Cultural Revolution in 1966 and made a life for himself in Boston with his wife and two children.
- The film draws a portrait of a father who made huge sacrifices for a better life, endured hardships in America, and asks the question: “*What does it mean to be both Chinese and American?*”

Fall 2013 – Spring 2014: **Vice President, International Talent Show Director, and Chief Events Coordinator**, *CSUN Cross-Cultural Friendship Club (CCFC)* –

- The *CCFC* is a student-run international organization that has been promoting cultural exchange since its founding in 2011. Its mission is to build friendships, build leadership, and build community among international and local students at CSUN.
- Directed and coordinated the CSUN International Talent Show for two years in a row.
- Collaborated with CCFC President and Treasurer to create friendly events for international students, provide a support network for them in times of crisis, and make them feel at home in the U.S.
- Forged life-long network of friendships with students from around the world.

2008 – 2009: **Vice President**, *San Fernando Valley Chinese American Youth Alliance*.