**PROFILE**

* Relevant Skills: research management, research design, proposals, qualitative methods, data collection, critical analysis, facilitation, interviewing, writing/editing, administration, and communication outreach
* Technical Proficiencies: Adobe Suite (Photoshop, Illustrator, XD, InDesign, Lightroom), Figma, HTML & CSS, MS Office, Google Suite, Raiser’s Edge NXT
* Certifications: Community Mediation Training (Conflict Management)
* Languages: French, Korean

**WORK EXPERIENCE**

**Weatherhead East Asian Institute at Columbia University | New York, NY**

**Technology/Administrative Assistant + Work Study Coordinator** | December 2018-Present

* Lead IT support: Generate and maintain website content; research and create deliverables to improve user experience; keep accurate records of software and hardware; research new technology resources and upgrades
* Administration: Track spending and authorize purchases for multiple budgets; maintain mailing lists and databases on Raiser’s Edge and Constant Contact; handle travel plans and reimbursement for faculty
* Work-Study Coordinator: Recruit, onboard, train, and supervise 16 student workers; coordinate as-needed support for faculty and senior staff members

**The University of Chicago | Chicago, IL**

Graduate Student Researcher, Social Sciences Division | September 2016 – August 2017

* Conducted independent research: research design, proposal, data collection, analysis, and synthesis
* Utilized multiple mediums and research tools—Microform, databases, interviews, film and archives

Research Assistant, Social Sciences | September 2016 – June 2017

* Edited funding proposals & manuscripts; prepared class material—finding, digitizing, and uploading sources
* Translated (from French) and digitized primary sources; organized data into shared spreadsheets
* Coordinated inter-institutional communication between principal investigator and other scholars

**New Pathway Education | Shanghai, China**

Head Teacher and Mentor | September 2013 – August 2014

* Conducted field research, developed project-based-learning curriculum for students studying English
* Created new “brand” for middle school program Adobe Photoshop, Illustrator & InDesign
* Trained new teachers, liaised between departments, represented company at information sessions
* Planned, organized, and led English and English as a Foreign Language classes

**EDUCATION**

**The University of Chicago | Chicago, IL**

*MA, Social Sciences | Summer 2017*

**Grinnell College | Grinnell, IA**

*BA, Double Majored in French and Philosophy | May 2013*

**ADDITIONAL WORK AND VOLUNTEER EXPERIENCE**

Stylist + Merchandiser (Part-Time) | JCrew | Frontenac, MO | December 2015 – November 2019

Childcare and Tutoring | Chicago, IL | September 2017 – June 2018

Education Mentor | Empower North Koreans | Chicago, IL | June 2017- May 2018

Presentation Aid | Mediators Beyond Borders Conference | Bucharest, Romania | May 2015

Graphic Designer | Grinnell College Films Committee | Grinnell, IA | September 2012 – May 2013