

Mingyue Hu (Sophie)
804 University Park, Rochester, NY 14620
(716) 446-3765 • mingyue.hu@warner.rochester.edu

Education

Warner School at University of Rochester, Rochester, NY
Master of Science in Education Administration on Higher Education, 5/2014

Medaille College, Buffalo, NY
Bachelor's of Arts in English, 7/2012
GPA 3.97/ 4.0

Dalian Maritime University, Dalian, China
BA degree in English and International Economy and Trade, 7/2012
GPA 3.3/ 4.0

Additional certifications:

Cambridge Business English Certificate Vantage, 11/2008
English Specialized Four- Level Certificates, 6/2008

Student Affairs Experience

Graduate Assistant at Study Abroad and Interdepartmental Program Office, University of Rochester, Rochester, NY, 2/2013- present

- Translate online documents from English to Chinese
- Assist with Pre-Departure workshops
- Enter students' information into database
- Edit and update Study Abroad videos on YouTube

Intern of Rochester Global Connections, Rochester Global Connections, Rochester, NY, 9/2012- present

- Assist the office director for updating contact information of members, host families, and international students, and act as a liaison between host families and international students and scholars
- Research cultural organizations' information and media contact information
- Coordinate, organize and lead student activities in collaboration with board director
- Edit and update Facebook page of Rochester Global Connections
- Represent Rochester Global Connections and Promoted Chinese Culture when speaking at the Rochester Early College International High School
- Take part in the Open World event, and Welcomed the Delegation from Ukraine

Resident Assistant, Medaille College, Buffalo, NY, 8/ 2011-5/2012

- Acted as a peer leader and supervised and advised students regarding resident life policies and procedures
- Maintained healthy and safe living environment
- Designed and organized activity programs
- Assisted students with transition issues and academic policies
- Acted as a liaison between students and administration
- Performed office functions such as maintaining sign-in at front desk and distribute mail

Orientation Leader of International Students, Medaille College, Buffalo, NY, 9/2011

- Helped acclimate international students to campus, assisted with advisement and faculty meetings, gave tour of college and surrounding areas, helped with establishing bank accounts and cell phones, and responded to cultural concerns
- Maintained contact with students through the first week; introduced them to other students and college life

Author of the Brochure for International Students at Medaille College, 1/2012-5/2012

- Designed and created the brochure for international students at Medaille College with Publisher Software
- Reported to the Undergraduate Academic Dean for updates, and handed in the final editing to the Dean

Conferences and Fairs

- National Conference of National Council of International Visitors, Washington D.C., 2/13-2/16, 2013
 - Selected as “Emerging Leaders,” and received the scholarship from “Future Leaders in Professional Exchange” Program
 - Visited Department of State as “Emerging Leaders,” and had meetings with Joseph Cassidy, Director, International Organizations, Office of Policy; Ambassador Robert Ford, U.S. Ambassador to Syria; Menaka Nayyar, Special Advisor to the Secretary for Global Youth Issues
 - Attended Denmark Embassy Reception and Lunched with Ambassadors from different countries
- CSPA-NYS Next Generation Conference, Corning, NY, 10/22/ 2011
- 29th Annual Resident Assistant Conference, Brockport, NY, 11/5/2011
- Virtual Recruitment Fair online for international students sponsored by ED-USA, 11/15 and 11/17 2011

Co-Curricular Experience

Presenter at Multicultural Event on the International Mother Language Day, Warner School at University of Rochester, Rochester, NY, 3/2013

Warner School Student Representative, meeting with future Warner School students from China online, Rochester, NY, 3/2013

Students Group Leader for Musical Concert and Dean’s Reception, Rochester, NY, fall semester, 2012

Keynote Speaker on Study Abroad, New Oriental Education & Technology Group Inc, Dalian, China, 7/ 2012

Awards and Publications

Winner of the Video Contest of International Week (Director), University of Rochester, NY, 11/2012

Excellent Academic Performance, Graduation Ceremony, Medaille College, Buffalo, NY, 5/2012

Dean’s List, Medaille College, Buffalo, NY, 9/2010- 5/2012

Published “Connecting to the Future: An Emerging Leader Reflects on the National Meeting,” NCIV Network News: February- March 2013 (cover page)

Skills

Computer: Word, Excel, PowerPoint, Publisher, and Photoshop

Languages: English, Chinese (Mandarin), Anhui and Shanghai dialects; familiar with Japanese and German

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3/29/2013

Mr. Dan Greer
Area Director
Center for Residence Life Apartment Area
113 Riverknoll
Rochester, NY, 14623

Dear Mr. Greer,

I am writing to apply for Community Advocate position. As a first year graduate student major in Higher Education at Warner School of University of Rochester, I am familiar with the Rochester community and interning at Rochester Global Connection for almost two semesters. Our organization cooperates with International Student Services and English Language Center at Rochester Institute of Technology (RIT) for student activity and friendship family program. I worked with international students from RIT through student activities such as the finger lake hiking and the maple sugar tour. I would love to know more about RIT community and to join in the residential life team at RIT. As a former resident assistant at Medaille College in Buffalo, I have gained the experience of working in residential life and have acquired mediation, conflict resolution, and outreach skills. Standing from the students' views and understanding their needs help solve the conflict, and make the intervention go smoothly. My Resident assistant experiences also help me understand fully about the duties and responsibilities of Community Advocate position. I have the passion to fulfill the responsibilities as a new student affairs professional.

After you have had an opportunity to review this letter and the attached resume, I will call the office for further discussion about this Community Advocate position. I hope I can follow up on this application next week by phone or stopping by your office. Thank you very much for your time and consideration.

Sincerely and Humbly,

Sophie (Mingyue) Hu

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3/29/2013

Mr. Jeffrey W. Cox
Director,
International Student Services
Rochester Institute of Technology
42 Lomb Memorial Drive
Rochester, NY, 14623

Dear Mr. Cox,

I am writing to apply for Orientation Graduate Assistant position at International Student Services. As an international student from China, it has been my third year in the U.S., I am confident and willing to help more international students adjust their life in the U.S. As a first year graduate student major in Higher Education at Warner School of University of Rochester, I am familiar with the Rochester community and interning at Rochester Global Connection for almost two semesters. Our organization cooperates with International Student Services and English Language Center at Rochester Institute of Technology (RIT) for student activity and friendship family program. I worked with international students from RIT through student activities such as the finger lake hiking and the maple sugar tour. Former position as a resident assistant in my senior year was also involved with programs designing and marketing. I would love to assist with developing the PAL program and designing a Resource Fair for new students, and other related program flyers designing responsibilities. Regular office works at Rochester Global Connections also make me feel prepared for managing the new student on-line message board and airport ride board with Global Union.

Thank you very much for your time and consideration. I hope I can follow up on this application next week by phone or stopping by your office.

Sincerely and Humbly,

Sophie (Mingyue) Hu

