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## Education

<b>MSW, Social Work</b>	University of Pittsburgh, PA	8/2012—12/2014
<b>BS, Film</b>	Shanghai Jiao Tong University, Shanghai, China	8/2004--7/2008

## Skills

<b>Social Work</b>	<i>Needs Assessment, Event Planning, Mental Health, Crisis Intervention, Social Welfare, Communication, Strategy Planning, Budgeted, Problem Solving, Fundraising, Data Collection, Program Evaluation, Data Analysis</i>	
<b>Computer</b>	<i>Photoshop, Adobe Premiere Elements, Microsoft Office, SPSS, Publisher, Survey Monkey,</i>	
<b>Sale</b>	<i>Door to door selling skills</i>	
<b>Creativity</b>	<i>Video making</i>	
<b>Certification</b>	<i>First Aid/CPR Certification, Act 33/34 Clearance</i>	
<b>Awards</b>	<i>Master of Social Work Merit Scholarships, School of Social Work Book Scholarship</i>	

## Professional Experiences

<b>Applied Research and Evaluation Assistant, University of Pittsburgh Office of Child Development, Pittsburgh</b>		8/2013—4/2014
<ul style="list-style-type: none"> <li>• <i>Design and create complex program intakes forms and collaborate in grant-related literature review</i></li> <li>• <i>Edit and organize visual materials for research reports and presentations</i></li> <li>• <i>Co-develop and maintain online surveys</i></li> <li>• <i>Create SPSS/Excel databases, enter quantitative and qualitative data, and analyze quantitative data</i></li> </ul>		
<b>Day Program Manager Assistant, Veterans Place of Washington Boulevard, Pittsburgh</b>		6/2013--8/2013
<ul style="list-style-type: none"> <li>• <i>Assist manager collecting new clients' required information, completing registration form and documenting case records</i></li> <li>• <i>Collect daily attendance data and make semiannual performance data report by Excel</i></li> <li>• <i>Assist staff in logistical management of the Center, including acquisition of supplies and inventory management</i></li> <li>• <i>Organize Pool Tournament</i></li> </ul>		
<b>Mental Health Counselor Assistant, Peoples Oakland, Pittsburgh</b>		1/2013--5/2013
<ul style="list-style-type: none"> <li>• <i>Design and lead the therapy session for women group, observe intake and counseling sessions</i></li> <li>• <i>Practice counseling skills through interacting with members and help members to develop social skill</i></li> <li>• <i>Document the volunteer ceremony by shooting a documentary</i></li> <li>• <i>Organize and manage a cultural event for both members and staff</i></li> </ul>		
<b>Group Assistant, Sarah Heinz House, Pittsburgh</b>		10/2012--12/2012
<ul style="list-style-type: none"> <li>• <i>Film the robot competition event</i></li> <li>• <i>Practice Data tracking system for members, assist girls club and do research about the relationship between learn and play</i></li> </ul>		
<b>Community Service, Shanghai Minhang Area Government, Shanghai, China</b>		6/2008--9/2008
<ul style="list-style-type: none"> <li>• <i>Organize a donation event for local orphanage</i></li> <li>• <i>Connect and establish caring relationships with the disabled, seniors and homeless in the community</i></li> <li>• <i>Research local vulnerable people and collect their information and needs, write reports</i></li> </ul>		
<b>Donation Management, Shanghai Red Cross Union, Shanghai, China</b>		10/2004--6/2007
<ul style="list-style-type: none"> <li>• <i>Make several short videos for propaganda and archiving</i></li> <li>• <i>Maintain blood donors' caseloads, develop new blood donors</i></li> <li>• <i>Edit pamphlet and annual report about the organization</i></li> <li>• <i>Coordinate and train volunteers, plan and organize blood donation event, maintain web-page</i></li> </ul>		