

Education & Certifications

University of Colorado-Boulder, Boulder, CO

Doctoral Degree in Education Policy, expected graduation date - May 2019

New York University, New York, NY

Master of Arts in Childhood Education, May 2005

Emphasis on Teaching and Learning

Colorado College, Colorado Springs, CO

Bachelor of Arts in Philosophy,

Graduated with Distinction in Philosophy, May 2003

Cum Laude

Public School Teacher Professional Certificate, New York State, Childhood Education, 2008

Public School Teacher Initial Certificate, New York State, Childhood Education, 2005

Doctoral Research, Graduate Leadership & Assistantships

Community-Based Research Fellow, Refugee Education Advocacy Project

University of Colorado, Boulder, Colorado, May 2015 – Present

- Selected for highly competitive community-based research fellowship position
- Awarded approx. 30,000 USD to be allocated towards research costs and doctoral tuition fees
- Receive professional development and training in the practices and principles of community-based research (CBR), Youth-Participatory Action Research (YPAR) and Participatory Action Research (PAR)
- Collaborate with community-based refugee education advocates in the greater Denver area
- Participate in CBR Summer Institute led by Professor and CBR Expert Ben Kirshner
- Participate in graduate seminar on collaborative C by Ben Kirshner
- Implement a collaboratively designed CBR research project with local refugee education advocates
- Execute proposal project on refugee education advocacy in Denver, Colorado
- Submit scholarly papers to academic conferences
- Membership in national networks & scholarly cohort community

Collaborative School Committee Member--Community Representative

Place Bridge Academy-Refugee/Newcomer School,

Denver, Colorado, September 2015 – Present

- Selected for to be community representative for Collaborative School Committee
- Enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and District's goals to provide strategic direction in support of the school's mission and vision as stated in the Unified Improvement Plan

University Instructor, Leadership Studies Minor Program

University of Colorado, Boulder, Colorado, December 2014 – Present

- Develop and teach Introduction to Leadership Course
- Collaborate with CU ENGAGE: Center for Community-based Learning and Research
- Mentor and support undergraduate students

College Instructor, Multicultural Leadership Seminar

University of Colorado, Office of Diversity, Equity & Community Engagement, Boulder, Colorado,
September 2014 – Present

- Co-facilitate undergraduate leadership seminar for CU-LEAD (Leadership Excellence Achievement Diversity) Alliance students
- Collaborate with Assistant Vice Chancellor for Diversity and Executive Director for Diversity on curriculum, learning activities and leadership practicum
- Mentor and support undergraduate students from historically underrepresented groups

Doctoral Qualitative Researcher & Consultant

Colorado Refugee Education Advocacy Research Project, Denver, Colorado, September 2014 – May 2015

- Qualitative Research Consultant for a community-engaged research study about the educational issues impacting refugee communities in the greater Denver, Colorado area
- Collaborate with local refugee resettlement agencies, government agencies, community partners and refugee community leaders
- Assist with the planning, development, implementation and analysis of qualitative research
- Organize project timelines and logistical arrangements
- Design interview protocols and conduct interviews
- Organize and conduct field observations
- Analyze qualitative data
- Coordinate meetings between multiple community stakeholders to share conclusions

Doctoral Researcher & Graduate Assistant

University of Colorado, Office of Diversity, Equity & Community Engagement, Boulder, Colorado,
September 2014 – Present

- Consult Assist the Office of Diversity, Equity and Community Engagement (ODECE) with developing, implementing and assessing university strategies and best practices to improve campus climate and community engagement
- Promote diversity as the inclusion of people from a wide variety of human experiences, backgrounds and identities, including: ethnic, regional, national origins, cultural heritage, intellectual, economic, religious, international—as well as first-generation students, people with disabilities, students who are parents, people of different sexual and gender orientations, people of different ages and other diverse characteristics
- Support initiatives to address the special needs of groups and individuals who historically have faced institutional barriers; enhance the quality of education and campus wide benefits of participation in a diverse campus
- Collaborate with and assist the Assistant Vice Chancellor and Executive Director for Diversity, Equity and Community Engagement Student Success on outreach, assessment and research/evaluation tasks
- Assist ODECE with working in partnership with all students, student-serving groups, academic support units across the schools and colleges, the Office of Admissions and the Graduate School to attract and retain successful undergraduate and graduate students from diverse backgrounds

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Doctoral Research Team Member, Learning Ethnographies of New Engineers

University of Colorado, School of Education, Boulder, Colorado, September 2014 – May 2015

- Assist Principal Investigators with research study about the transition of new engineers from schools to workplaces, with an emphasis of looking at women and members of underrepresented minority groups for comparative analysis to better understand the distinctive experiences and challenges that members of these groups may face as they move into the workplace.

Doctoral Researcher, Multicultural Community Engagement Assessment Project

University of Colorado, Office of Diversity, Equity & Community Engagement,
Boulder, Colorado, September 2014 – December 2014

- Assist Principal Investigator/Assistant Vice Chancellor with community-based assessment to create stronger reciprocal relationships with historically marginalized communities in the greater Denver area
- Compose, revise and finalize grant proposals
- Organize project timelines and logistical arrangements
- Arrange qualitative field interviews with targeted community thought leaders & community organizations
- Develop data collection protocols
- Analyze qualitative data using qualitative research software
- Supervise and mentor undergraduate project assistants
- Generate reports and status updates
- Coordinate meetings between multiple stakeholders to facilitate joint-development of strategic short and long term projects ideas based on data trends, that ultimately promote improved community relationships

Doctoral Researcher, Ubuntu/Ubuntu Research Project

University of Colorado, Office of Diversity, Equity & Community Engagement,
Boulder, Colorado, April 2015 – May 2015

- Assist Principal Investigator/Assistant Vice Chancellor with scholarly literature review on the topic of Ubuntu in South Africa and the United States
- Assist in the development and composition of book chapter on Ubuntu/Ubuntu

Doctoral Qualitative Research Intern

Colorado Department of Higher Education, Denver, Colorado, October 2014 – May 2015

- Assist Program Coordinator with research for the Colorado Opportunity Scholarship Initiative
- Assist with the planning, development, implementation and analysis of qualitative research
- Provide data for white papers

Educational Leadership Experience

Special Education Needs Manager & Educator

Yew Chung International School, Shanghai, China, 2012- 2014

- Consult 20 teachers on creating inclusive classroom environments to decrease discrimination based on race, nationality, physical disabilities or diverse learning needs
- Liaise between senior management and teachers, parents and external education service providers to promote effective partnerships, maximize student support and provide progress reports
- Coordinate, streamline and co-chair case conferences to improve communication and documentation of student progress and follow-up

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- Record and track online case status, maintain network and web-based files for 100 students
- Analyze and interpret relevant international, national, local and school data to inform targets and policies
- Formulate, draft, implement and update individualized education plans and learning support plans For 100 students, resulting in increased differentiated instruction
- Design and deliver learning intervention programs resulting in improved academic achievement in literacy, mathematics and social skills for 100 students
- Counsel parents on learning support strategies to implement at home
- Evaluate and resolve staff and parent concerns regarding Special Education issues
- Mediate student-centered problem solving

Keystage Leader

Yew Chung International School, Shanghai, China, 2010-2012

- Assisted Primary Coordinator with various management tasks to ensure day-to-day operations
- Managed special projects and events, including student-led conferences, student portfolios, weekly assemblies, concerts, academic competitions, and charity events for 200 students
- Facilitated monthly Keystage meetings for 25 staff members to provide professional development and implemented relevant strategic plans
- Trained, monitored and mentored new teachers to ensure high quality curriculum development and execution of administrative procedures
- Counseled staff on developing constructive working relationships with students
- Resolved management and staff concerns on case-by-case basis

Year Leader

Yew Chung International School, Shanghai, China, 2010-2012

- Provided professional curriculum leadership and management resulting in improved standards of learning, teaching and student achievement of teaching team
- Chaired weekly team meetings to devolve project responsibilities, delegate administrative tasks and provide professional development to team of 3 teachers
- Demonstrated successful execution of the Western and Chinese Co-teacher model
- Reviewed and edited mid-year and end-of-year student reports of 4 teachers
- Drafted and edited bi-monthly newsletter to communicate curriculum and school events to parents

Learning Intervention through Music, Director & Educator

Public School 120, Magnet School for Multicultural Studies, Brooklyn, NY 2007-2009

- Designed and implemented interdisciplinary music curriculum resulting in improve academic achievement in writing, reading and mathematics for 500 high needs elementary children
- Wrote 14 grant proposals resulting in 14 funded projects resulting in the attainment of books, children's music, film, art supplies, classroom furniture and intervention materials that improved the literacy and mathematics skills of 500 children through creative music, dance and art activities
- Created multicultural children's chorus of 40 students to enhance social skills, increase cooperative learning opportunities and improve student self-esteem through multiple performances for audiences of 600
- Managed logistics for school wide concerts and special events

Community Education Assistant/Graduate Assistant

New York University, New York, NY, 2004–2005

- Assisted Residence Hall Director in day-to-day operations of two residence halls
- Co-supervised and trained a staff of 15 residential advisors
- Co-facilitated professional development on community building, diversity and event planning
- Planned, promoted and executed social and education programs for students
- Assisted with daily emergency coverage rotation

Colorado College Alumni Association Board Member, New York, NY, 2007–2009

Colorado College Alumni Events Ambassador, New York, NY, 2007–2009

Colorado College Alumni Admissions Interviewer, New York, NY, 2006–2009

Head Residential Advisor, Colorado College, Colorado Springs, CO, 2001–2003

- Assisted Residential Life Coordinator with various tasks to promote a community atmosphere conducive to learning within the residence hall
- Co-facilitated staff meetings of 15 residential advisors to encourage and mentor staff
- Coordinated community programs resulting in increased student engagement
- Served community as resource person to address concerns, mediate conflicts, enforce policies

First Year Experience Teaching Assistant & Student Mentor

Colorado College, Philosophy Department, Colorado Springs, CO, 2000–2001

Program Assistant/Residential Advisor/Student Mentor,

Howard Hughes Medical Institute, Summer Science High School-to-College Bridge Program for Minority and First-Generation College Students,

Colorado College, Colorado Springs, CO, Summer 2001, Summer 2002

Colorado College, President's Office Events Assistant, Colorado Springs, CO, 2002–2003

Colorado College, Presidential Search Committee Member, Colorado Springs, CO, 2001–2002

Colorado College, Admissions Director Search Committee Member, Colorado Springs, CO, 2001

Colorado College, Assistant Dean Search Committee Member, Colorado Springs, CO, 2000

Colorado College, Class President, Colorado Springs, CO, 2000–2003

Colorado College, Admissions Office Assistant, Colorado Springs, CO, 1999–2001

Teaching Experience

Classroom Teacher, Primary Section, Year 1–Year 5

Yew Chung International School, Shanghai, China, 2009–2012

- Initiated a student-led democratic classroom resulting in students becoming responsible for daily decisions regarding the classroom community, curriculum, homework and special projects
- Adapted the Socratic Seminar for the elementary classroom resulting in student-led critical discussions in all subject areas on a daily basis, improved communication skills and increased use of higher levels of thinking among students
- Experimented with creative goal-setting projects to help students visualize personal and academic goals, write their own action plans, evaluate their own progress and generate concrete ideas to support peers in reaching goals on a weekly basis

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Children's Chorus Teacher and Director, Primary Section
Yew Chung International School, Shanghai, China, 2012-Present

Classroom Teacher, Elementary Section, Kindergarten–5th Grade
Public School 120, Magnet School for Multicultural Studies, Brooklyn, NY, 2005-2009

Multicultural Children's Chorus Director
Public School 120, Magnet School for Multicultural Studies, Brooklyn, NY, 2005-2009

Curriculum Writer for Multicultural Studies
Public School 120, Magnet School for Multicultural Studies, Brooklyn, NY, Summer 2006

Student Teacher, Public School 77, New York, NY, 2004

Student Teacher, Public School 11, New York, NY, 2005

Teaching Assistant, Globe Charter School, Colorado Springs, CO, 2002-2003

Writing Consultant, Colorado College, Writing Center, Colorado Springs, CO, 2001-2002

Professional Experience

Customer Care Specialist/Special Projects Consultant
ScriptPro, Kansas City, Kansas, May 2015- Present

- Assist the Executive Vice President and Director of Customer Care with special projects
- Apply qualitative research skills in industry/business setting
- Utilize verbal and written communication skills as needed for industry projects
- Ghost write content
- Conduct market research

Executive Assistant
MTV Networks, New York, New York, May 2003- June 2004

- Assisted the Executive Vice President of Creative Services & Special Events
- Supported the Director of Creative Services and Print Production
- Completed special projects

Publications/Presentations

- Article: "The Benefits of Participating in Music Programs". *Shanghai Family*, September 2013***
- Article: "The Critical Thinking Child". *That's Shanghai, Urban Family Edition*, June 2013**
- Article: "Cultivating Character". *Shanghai City Weekend, Parents & Kids Edition*, June 2011**
- Presenter: "How to Differentiate Instruction". Presented at Yew Chung International School, Shanghai, China, 2010
- Presenter: "Creating Student Portfolios & Facilitating Student Led Conferences". Presented at Yew Chung International School, Shanghai, China, 201

Honors, Awards & Grants

- **Naval Command Distinguished Guest**, USS Ronald Reagan Aircraft Carrier, June 2015
- **University of Colorado-Boulder**, Community-Based Research Fellowship, May 2015- Present
Awarded 4-5 years of doctoral funding for a PhD in Education Foundations, Policies and Practices
- **University of Colorado-Boulder**, Miramontes Doctoral Scholar & Fellowship, 2014- Present
Awarded 4-5 years of doctoral funding for a PhD in Education Foundations, Policies and Practices

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- **Donor's Choose**, Education Grants, \$8,000, 2007-2009
Composed 14 grant proposals resulting in 14 funded projects for a creative intervention program that increased the literacy and mathematics skills of 500 children through music, dance and art
- **New York University**, President's Service Award, 2005
Recognized for achievements in promoting learning, leadership & quality of student life
- **New York University**, Diverse Perspectives Fellowship, \$20,000, 2004-2005
Wrote proposal detailing long-term plans to contribute to the field of Education & Education Leadership in an increasingly transcultural and international society
- **Colorado College**, Student Commencement Speaker, 2003
- **Colorado College**, Involved Student of the Year Award, 2003
Recognized for outstanding involvement in various areas of student life and service to the larger community, resulting in improved campus atmosphere
- **Colorado College**, Phi Beta Kappa Honor Society, 2003
- **Colorado College**, Mortar Board Honor Society, 2002, 2003
- **Colorado College**, Blue Key Honor Society, 2002, 2003
- **Colorado College**, Award in Literature, Research Grant, \$3500, 2002
Conducted creative writing project on African American philosophy
- **Colorado College**, Robert Lewis Prize in Philosophy, Research Grant, \$1000, 2001
Conducted summer research project on the African philosophy of the Yoruba Culture
- **Colorado College**, El Pomar Scholarship, 2000-2003
- **Colorado College**, Alpha Lamda Delta Honor Society, 2000

Professional Development

- **Developing Individualized Education Plans for Special Needs Children**, Essential Learning Group, Shanghai, China, 2012
- **Teaching Children with Special Education Needs**, Knowledge Delivery Systems Online Course, 2012
- **Brain-based Learning Workshop**, Yew Chung International School, Shanghai, China, 2012
- **Behavior & Socialization Needs of Children Workshop**, Yew Chung International School, Shanghai, China, 2012
- **PowerSchool Training Workshop**, Yew Chung International School, Shanghai, China, 2012
- **Leading the Self & Others: Meyers-Briggs Leadership Workshop**, Yew Chung International School, Shanghai, China, 2012
- **Incorporating Technology in Education Conference**, Learning Conference 2.0, Shanghai, China, Fall 2011
- **Teaching Strategies for Supporting Special Needs Children in Inclusive Classrooms**, Essential Learning Group, Shanghai, China, Fall 2011
- **International Baccalaureate Primary Years Programme Workshop**, Yew Chung International School, Shanghai, China, 2010
- **Assessment for Learning Differentiation Workshop**, Yew Chung International School, Shanghai, China, Fall 2009
- **Brain Research and the Classroom**, Knowledge Delivery Systems Online Course, 2008

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- **Teaching Diverse Learners**, Knowledge Delivery Systems Online Course, 2008
- **Differentiated Instruction**, Knowledge Delivery Systems Online Course, 2008
- **Teaching English Language Learners**, Knowledge Delivery Systems Online Course, 2008
- **Managing a Successful Classroom**, Knowledge Delivery Systems Online Course, 2008
- **Anger Management & Effective Discipline**, Knowledge Delivery Systems Online Course, 2008
- **Preparing Students for High Stakes Tests**, Knowledge Delivery Systems Online Course, 2008
- **Multicultural Education through the Arts**, Department of Education, New York, NY, 2006
- **Operation Respect: Anti-bullying Training**, Department of Education, New York, NY, 2006
- **Reading & Writing Workshops Training**, Teachers College, New York, NY, 2005, 2006
- **Everyday Math Workshops**, Department of Education, New York, NY, 2005, 2006

Technology Skills

- Windows & Apple Operating Systems
- Dedoose qualitative research software
- Stata quantitative research software
- Microsoft Word, Outlook, PowerPoint & Excel
- Apple OS software: Pages, Numbers & Keynote
- Smart Board Interactive Whiteboards
- PowerSchool Web-based grade management & student information systems
- Siebel Database system

Languages

- English - Native Speaker
- Mandarin Chinese - Beginning Speaker
- French - Beginning Speaker

Community Service & Volunteer Experience

- **Baobei Foundation**, Orphan Foster Care Volunteer, Shanghai, China, 2012-2013
- **Youth Services Opportunity Project**, Homeless & Hungry Soup Kitchen & Education Camp, Volunteer-Leader, New York, NY, 2008-2009
- **Colorado College**, Alumni Events Ambassador, New York, NY, 2004-2009
- **Colorado College**, Alumni Admissions Interviewer, New York, NY, 2004-2009
- **Colorado College**, Myriad Singer a cappella singer, performance tour in Cuba, 2003
- **Colorado College**, Collegium a cappella singer, performance tour in Italy, 2000

Academic & Professional Conferences

- **American Anthropology Association**, Washington D.C., 2014
- **Comparative International Education Society**, Washington D.C., 2015