

Eddy Education

5555 Street San Jose, CA 95555
eeducation@scu.edu | 408.555.5555

Objective

Seeking a position in higher education setting that is related to counseling or student affairs with focus on serving students, especially international students

Education

Master of Arts in Counseling Psychology

September 20xx - Present

Santa Clara University, School of Education and Counseling Psychology, Santa Clara, CA

Related coursework: Psychology of Interpersonal communication, Psychology of Human Development, Psychology of Group Counseling, Counseling Process & Skills, Multicultural Counseling, Career Development & Life Planning, Formal/Informal Assessment of Career Development, Clinical Assessment, Substance Abuse Treatment, Mindfulness & Psychotherapy

Bachelor of Science, Major in Accounting

March 20xx - June 20xx

University of Oregon, Lundquist College of Business, Eugene, OR

Short-Term Japanese Program

June 20xx - August 20xx

Waseda University, Center for Japanese Language, Tokyo, Japan

Leadership Experience

International Student Orientation Leader

June 20xx - January 20xx

The Office of International Affairs, University of Oregon, Eugene, OR

- Led a group of new International students with team members through various events during orientation weeks to help them to complete the whole registration process
- Served as a resource for new International students and helped them transition from home to US college life

Peer Language Partner

October 20xx - March 20xx

Chinese Flagship, University of Oregon, Eugene, OR

- Assisted American students in solving language problems, explaining concepts, thus increasing their performance in the Chinese subject
- Tutored American students through tailored dialogue practice, book reading to help them firmly understand Chinese language knowledge

Coordinator

March 20xx - November 20xx

British Chinese Youth Federation, London, UK

- Communicated with the officers in the Education Department of the Korean Embassy in order to invite a representative to attend China-Japan-South Korean Youth Leader Summit
- Contacted the venue, made activity arrangements and collaborated with other team members resulting in the successful hosting of the summit

Additional Experience

Acquisition Assistant

June 20xx - December 20xx

Knight Library, Eugene, OR

- Arranged acquisition of books through ALMA system to renew collections in Knight Library
- Collaborated with professional team members to file invoices, updated order status, and accomplished other clerical work to contribute to daily operation

Business Analysis Intern

July 20xx - August 20xx

Shanghai Tianhua MetricGeo Management Consulting Co., Ltd, Shanghai, China

- Gathered raw data from various sources to build foundation of databases
- Collaborated with team members to categorize raw data and established database using Excel for further analysis
- Collaborated with team members to make case reports using PowerPoint, Excel and etc to contribute to project progress

Languages & Skills

- Languages: Native in Chinese Mandarin, fluent in English, basic Japanese
- IT Skills: Proficient in Microsoft Word, PowerPoint and Excel; intermediate knowledge of SPSS