

# Zhōu Xù

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## EDUCATION

### Master of Arts in Educational Administration

Expected December 2018

University of America

*Specialization in student affairs administration*

*Relevant Coursework: Program Evaluation and Assessment, Student Development Theories, Counseling Principles*

### Bachelor of Science in Business Administration

May 2016

University of America

Major in Finance, Minors in Mathematics and Global Leadership

*Student Impact Award, Global Laureate Scholarship, UCARE Research Experience & Dean's List*

## WORK EXPERIENCE

### Student Retention and Probation Advising Intern

January 2018 – Present

*College of Dramatic Arts, University of America*

- Assist student success programs for current students with academic probation to strengthen recovery and retention efforts across the college.
- Create student engagement opportunities by coordinating various events and activities with the undergraduate student advisory board and departments.

### Teaching & Programming Graduate Assistant

August 2017 – Present

*Office of Intercultural Services, University of America*

- Instruct Student Success Seminar course to help with 29 students' first-year college transition through creative learning activities and individual advising meetings. This seminar offers valuable information to first-year students about time management, productive goal setting, and diversity awareness.
- Coordinate Brother2Brother program for students of color to discover a better sense of belonging, to forge strategies for academic and career success, and to develop fellowship in the community.

### Academic Advising Graduate Intern

May 2017 – July 2017

*Business Advising and Student Engagement Office, University of America*

- Advised more than 100 incoming first-year business students during Student Orientation Days with one-on-one appointments, assisted course selections, and made appropriate referrals to various services.
- Hosted weekly New Business Students Meet and Greet sessions to establish rapport with students, facilitate students' individual decision-making and goalsetting, and refer students to campus resources.
- Designed and executed an office-wide assessment plan for Student Orientation Days academic advising experiences and interpreted 170 received responses with a presentation and a report.

### Student Success Graduate Assistant

July 2016 – May 2017

*International Student Success Office, University of America*

- Supervised 18 global peer mentors that supported 500+ new international students in their transition to college, the campus, and culture through mentorships, programming events, and resources.
- Organized a variety of small to large-scale events to create a more inclusive campus environment between domestic and international students and to promote intercultural dialogue and awareness.
- Managed marketing strategy to increase social media presence and interaction with students, faculty, and the global community via Instagram, Facebook, Twitter, and newsletters.
- Implemented marketing and promotion tactics that led to over 245% growth in Instagram followers and 200% increase in posts interaction.

### **Global Immersion Student Coordinator**

August 2015– May 2016

*College of Business – International Program, University of America*

- Promoted programs via advising, presentations, information booths, social media campaigns and events.
- Assisted in reviewing study abroad applications, hosting study abroad program orientations, and planning events for International Business program and Management department.

### **PRESENTATIONS**

“Supporting International Students During the Graduate School.”

*UA Academic Advising Association Conference*

Spring 2018

“All are Welcome: Diversity & Inclusion Basics.”

*UA Learning Community Training, College of Business*

Fall 2017 & Spring 2018

“How to Get the Most Out of Your Time as an International Student.”

*UA International Student Employment Readiness Certificate Program Kickoff*

Fall 2016 & Spring 2018

“Brown Bag Lunch: Social Justice 101.” & “Brown Bag Lunch: Navigating American Dating and Relationship.”

*UA International Student Success Office Monthly Workshops*

Spring 2015

### **LEADERSHIP EXPERIENCE**

#### **Marketing & PR Coordinator**

October 2017 – Present

*Multicultural Professionals Network, University of America*

- Maintain a positive organization public image by planning, curating, and managing the publication and distribution of promotional materials for use in various channels and platforms.

#### **Advisor**

August 2017 – Present

*International Business Club, University of America*

- Advise executives, serve as a resource, and suggest innovative ideas to ensure a thriving organization.

#### **Vice President of Student Affairs**

September 2016 – Present

*Graduate Students Assembly, University of America*

- Coordinate activities with other graduate student and professional student organizations, such as graduate student welcome party and graduate student town hall.
- Serve on Executive Vice Chancellor's Student Advisory Board, Faculty Senate Diversity and Inclusion (work on resolutions about systemic racism in the P&T process), and Parking Advisory Committee (work on resolutions about student permit refund appeal process).
- Interview at-large representative candidates and appoint representatives to university-wide committees.

#### **Chair of Committee for Diversity and Inclusion & Senator**

March 2015 – May 2018

*Student Government, University of America*

### **PROFESSIONAL AFFILIATIONS**

ACPA: College Student Educators International, Member

August 2018 – Present

American International Educators, Member

August 2015 – Present

### **KEY SKILLS**

**Languages** – Japanese (elementary proficiency), Mandarin (native proficiency).

**Communication and Graphics Design** - Adobe Photoshop, Illustrator, Premiere Pro, Lightroom.

**Assessments and Data Analysis** - Tableau. Qualtrics. SPSS. Microsoft Access, Excel.