

Xiaohan “Linda” Du

16101 Greenwood Ave N Room 9303, Shoreline, WA 98133 ▪ 479-453-0795 ▪ dxhlinda@gmail.com

EDUCATION

Master of Science in College Student Personnel / GPA 4.0

Arkansas Tech University - Russellville, Arkansas

August 2014 - May 2016

Bachelor of Science in Biology Biomedical Option with a minor in Chemistry / Cum Laude

Arkansas Tech University - Russellville, Arkansas

August 2011 - May 2014

HIGHER EDUCATION EXPERIENCE

International Programs Manager-China Specialist of International Education

Shoreline Community College - Shoreline, Washington

Aug 2016 – present

- Manage short-term programs with international institution partners including planning, scheduling, budgeting, communicating with partners, and evaluating programs.
- Lead the International Education’s social media presence to promote the College to prospective international students.
- Hire, train, and oversee the international marketing student assistants as they maintain social media sites in a variety of languages, design promotion materials, and communicate effectively with prospective international students.
- Support Chinese students and other minority international student groups on campus for student retention and student success.
- Serve as a lead resource to students and partners with regards to housing in homestay and apartment.
- Work closely with student success, outreach, admission, and immigration teams to provide enrollment and retention assistance.
- Serve as a primary contact and initiate meaningful engagement with the Confucius Institute of the State of Washington.
- Other duties as assigned, such as orientation, serving on a hiring search committee.

Graduate Assistant of Academic Affairs

Arkansas Tech University - Russellville, Arkansas

Aug 2014 – Apr 2016

- Assisted the Director of Academic Affairs by organizing faculty files and other records, room reservation, and secretarial support with great confidentiality.
- Received and organized grant proposals for Faculty Research Grant Committee and Professional Development Grant Committee.
- Updated and maintained office webpages on university website via CMS OU Campus.

Summer Intern of Office of International Affairs

University of Louisiana at Lafayette - Lafayette, Louisiana

Jul 2015 – Aug 2015

- Organized and presented at Cultural Enrichment summer program in Verdunville public schools.
- Designed new version of international student orientation agenda and participated in fall orientation.
- Set up the information table at Lafayette Regional Airport to provide helpful resources and services for arriving international students.

Summer Intern of Office of International Relations

University of Arkansas at Fort Smith - Fort Smith, Arkansas

Jun 2015 – Jul 2015

- Specialized in international student recruitment campaign by adapting and emerging two social media platforms, WeChat and QQ.
- Communicated with incoming freshmen and parents about study abroad at new student orientations.

- Promoted marketing for recruitment by translating the admission materials into Chinese.

Graduate Assistant of Student Support Services

Arkansas Tech University - Russellville, Arkansas

Aug 2014 - Nov 2014

- Established online help for distance TRiO students and provided tutoring support.
- Successfully presented engaging and educated workshops for TRiO students.
- Informed students with TRiO application procedure and organized student files for interview.

Student Worker of International and Multicultural Student Services Office

Arkansas Tech University - Russellville, Arkansas

Aug 2011 - May 2014

- Planned and executed numerous events, including IEW and cultural festivals.
- Guided and presented sessions about academic and campus involvement at new student orientations.
- Processed international student admission documents and communicated to provide further support.

Global Outreach Ambassador of International and Multicultural Student Services Office

Arkansas Tech University - Russellville, Arkansas

Jan 2012 - Dec 2013

- Successfully recruited three Chinese students by working with high schools in China and one Vietnamese student by holding campus tours for exchange students in Arkansas.
- Instituted VISA preparation program and conducted VISA mock interview practice for more than 15 prospective students from India, Pakistan and Iran.
- Recruited, selected, trained and supervised new student ambassadors.
- Organized and presented workshop about setting up international student ambassador program at Northwest Arkansas Community College.
- Assisted NAFSA Arkansas state liaison with organizing state meetings in 2012 and 2013, held sessions and gave presentations about student retention strategies during the meetings.
- Attended and volunteered at 2012 NAFSA Annual Conference in Houston, TX.

CAMPUS INVOLVEMENT

- Vice President of Iota Chapter of Chi Sigma Alpha from October 2015 to May 2016.
- College of Education Ambassador from September 2015 to May 2016.
- Member of International Student Organization from September 2015 to May 2016.
- Board Member of Graduate Student Council from August 2015 to May 2016.
- VP of Finance of College Student Personnel Association from August 2014 to May 2016.
- Completed the LGBT Safe Zone Ally Training and Tech-Into Social Justice Training in 2015.
- Organizer and donor for Nepal Earthquake Relief and raised over \$2,500 for Red Cross in April 2015.
- Organizer and presenter for First Year Information Workshops for spring 2015.
- International Senator of Student Government Association from August 2012 - May 2014.
- Representative of SGA on Student Service Conduct Board from 2013 – 2014.

SKILLS & LANGUAGES

Heartsaver CPR AED	Social Media	English (Fluent Level; 14 years)
Microsoft Office 2013	Conflict Management	Mandarin Chinese (Native)
Photoshop	Assessment and Research	
Internet-Native Banner	Legal Issues in Higher Education	
fsaATLAS	Counseling College Students	
Basic Web Design	Advising Student Groups	