**Jing Liu Sample**

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**EDUCATION**

**Emory University**, Atlanta, GA May 2021

B.A. in History, Double Major: Chemistry

GPA 3.9/4.0; Dean’s List 4 semesters

*Awards:* Phi Beta Kappa Honors Society, Phi Alpha Theta Honors Society, Omicron Delta Kappa Honors Society,

Emory College Language Center - Excellence in Language Studies Award

**TEACHING RELATED EXPERIENCE**

**Department of Chemistry,** Emory University Aug 2020 – Present

*Teaching Assistant (Virtual class during pandemic)*

* Set up Zoom Learn strategies to encourage equity and inclusion in a professional environment
* Assist professor in leading study groups of up to 15 students before tests and finals
* Serve as a lab group leader, teaching basics of lab techniques to peers
* Set and manage break-out rooms for small student groups for Professor during class

**Emory Writing Center,** Atlanta GA Sep 2020 – Present

*Writing Tutor*

* Conduct 5-hour tutorial sessions each week to assist students with their writing in English and Chinese
* Develop tutoring, teaching, interpersonal, and leadership skills
* Gain experience working with a diverse body of students and communicate across language differences

**Directed Study in Chinese History,** Atlanta, GA Aug 2019 – Mar 2020

*Research Assistant*

* Conducted literature reviews about the history of emotions to assist Professor of Chinese History with her research on wartime psychology in the Republic of China
* Presented findings to professor and Chinese History class of 22 students

**Pre-Major Advising Connection (PACE),** Emory University Aug 2018 – Dec 2018

*Student Peer Leader*

* Led a class of 24 students once per week with Emory faculty member to help first year students to adjust
* Served as a role model, providing guidance on majors, course selection, and university services
* Prepared outside of class with the facilitator to prepare for upcoming class each week

**LEADERSHIP & COMMUNITY ENGAGEMENT**

**Chinese Undergraduate Student Organization,** Atlanta, GA Aug 2018 – Present

*Vice President*

* Organize more than 15 fundraisers, solicit sponsorships, and raise more than 3,000 dollars in total
* Arrange and publicize 9 major events on multiple social media platforms for more than 1,500 participant

including the annual China Week and Moonlight Gala

* Recruit new executive board of 5 leaders and coordinated meetings

**Emory Chinese Theater Club, Atlanta, GA** Aug 2018 – Mar 2020

*Publicity Chair*

* Created flyers, posters, and social media contents to promote 4 theater productions, 2 theater workshops, and 4 cultural events for about 1,500 participants in total
* Recruited new executive board and coordinated meetings within the publicity team

**ADDITIONAL**

Software: Proficient in Adobe Premier Pro, Adobe Photoshop, MS Office, Social Media Platforms, WordPress, ArcGIS

Languages: Chinese (native), English (proficient), Japanese (intermediate), Spanish (elementary)