

# John Weng

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## Executive Summary

I seek to invoke self-efficacy and inspire future generations. I am driven, innovative, team-oriented, committed and passionate about the work that I do. I develop visions, initiate planning, see projects to fruition and identify ways to continuously improve both in my personal and professional life. I value a strong, collaborative work environment that allows a mutually stimulating growth process. I care about increasing efficiency in doing what I do through identifying challenges and creating solutions. Above all, I care about the work that I do and strive for my students' success.

## Education

### San Diego State University

**Expected Date: May 2016**

M.A. Postsecondary Educational Leadership with a Specialization in Student Affairs GPA: 4.00  
Relevant Course Work: Student Affairs in Higher Education, Theoretical Foundations of Student Affairs, Educational Leadership, and Educational Leadership in a Diverse Society

### University of California, San Diego

**June 2014**

B.S. Psychology, Minor in Visual Arts: Photography, Chemistry (emphasis in Organic) GPA: 3.21

## Skills

- Outcomes-based advising and goals based event planning
- Program and activity-level assessment including development of learning outcomes, aligning outcomes, data collection and analytics and report writing
- Public speaking, diplomatic interpersonal communication
- Social Media and marketing strategy development and execution
- Workshop presentation including: True Colors, Myers-Briggs Type Indicator, and Personal Branding
- Programs: ICS Collegiate Recruiter, Campuslabs Baseline & Compliance Assist, Abila netFORUM Pro (formerly AVECtra), Stata 13, DEA Event Management Systems, Microsoft Office Suite, Adobe Acrobat, Photoshop, Illustrator, Google Drive
- Platforms: Windows (XP, Vista, 7, 8), Apple OS X
- Programming Languages: Stata, LaTeX, Java, C, C++, ActionScript 2.0, 3.0, HTML, CSS, JavaScript

## Relevant Experience

### Greek Life Graduate Assistant, Student Life & Leadership

**August 2014 – Present**

*San Diego State University (SDSU)*

- Advise and provide professional and leadership development to 2,500 Greek Students in 44 chapters belonging to the College Panhellenic Association, Interfraternity Council, United Sorority and Fraternity Council and the National Pan-Hellenic Council
- Conduct Judicial Ineligibility Appeal hearings for students on probation who wish to undergo recruitment
- Utilize the Interactive Collegiate Solutions Collegiate Recruiter system and Greek Bill to manage all aspects of Panhellenic Formal Recruitment
- Create a data management system for PNM payment and information validation
- Coordinate, plan, and facilitate T.E.A.M. an annual, chapter-president retreat
- Facilitate leadership development workshops during the Greek Leadership Academy for emerging leaders
- Reshape standards of excellence for chapter operations in the form of the Accreditation Manual
- Benchmark national and regional trends on social management policy and recruitment practices utilizing data from the Integrated Postsecondary Education Data System and campus websites
- Revamp the annual Greek Awards application process and award structure
- Conduct needs-based assessment to initiate visioning and goal setting for Council executive board

### Coordinator, Student Advisory Board

**May 2015 – August 2015**

*MA Postsecondary Educational Leadership & Student Affairs, San Diego State University (SDSU)*

- Coordinate and oversee the Student Advisory Board meetings
- Facilitate the election process for the incoming cohort Student Advisory Board in mid-to-late October
- Serve as the liaison between the Master's Program cohort to Faculty and campus entities
- Assist the planning and coordination for the program's new student orientation and program recruitment

**Graduate Intern, Educational Programs**

**May 2015 – August 2015**

*NASPA, Student Affairs Administrators in Higher Education (111 K St NE 10th Floor Washington, D.C. 20002)*

- Attended and assist in the management of the 2015 NASPA Annual Conference
- Advised 4 undergraduate student interns and lead weekly intern meetings
- Created, design, and develop Guidebook applications for conferences
- Developed the plan and budget for the Careers in Student Affairs Month Initiative for the Association
- Designed marketing initiatives for Careers in Student Affairs Month
- Coordinated and collaborated with professionals in 6 regions at over 1000 member institutions
- Provided cross-tabulation and multi-level data analysis and reporting of 15,000 members utilizing Excel
- Represented the association at Exhibition Halls and Receptions
- Drafted language for membership engagement and association marketing initiatives

**Assessment Graduate Assistant, Student Research & Information**

**September 2014 – May 2015**

*University of California, San Diego*

- Co-authored and drafted the UC San Diego Student Affairs Annual Report for the Vice Chancellor
- Analyzed assessment reports from 29 different units within the Division of Student Affairs
- Planned and presented assessment workshops for Student Affairs staff on learning outcomes and assessment best practices
- Streamlined the division's assessment software account request process
- Developed a survey-writing training program for staff on campus in conjunction with the Student Affairs Technology Services and Instructional Design
- Created various handouts on assessment topics such as rubric creation and survey response options
- Reorganized the Assessment website to improve user experience

**Brotherhood Advisor, UC San Diego Chapter**

**September 2013 – May 2015**

*Beta Theta Pi Fraternity*

- Advised chapter in conduct-related best practices and developing strategies for intervening with member issues
- Assisted the chapter in learning how to effectively run meetings utilizing Robert's Rules of Order
- Guided members' problem solving in group and individual settings
- Encouraged open communication and resolve conflicts between members
- Helped facilitate year-to-year changes in membership and executive officers

**Teaching Experience**

**Co-Instructor, Professional Communication Seminar, Center for Student Involvement**

**July 2014**

*University of California, San Diego*

- Presented topics on networking, mentoring, and interviewing skills to graduate students and undergraduate students
- Designed course content to be engaging for different levels of students in the same audience
- Utilize classroom feedback to adjust course content to address the needs of the students