

SUSAN HUYNH

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EDUCATION

University of Southern California

May 2015

Master in Education, Postsecondary Administration & Student Affairs

California State University, Fullerton

May 2013

Bachelor of Arts in Psychology, Minor in Human Communication Studies

STUDENT AFFAIRS EXPERIENCE

Residence Coordinator – Residential Education

July 2014 - Present

University of Southern California

- Supervise, train, & evaluate 7 Resident Assistants in a first year residential community of 250 presidential and trustee scholars
- Collaborate with a Residential Faculty to develop a community that integrates curricular & co-curricular experiences
- Plan & implement the Birnkrant Honors Residential College early move-in and off-campus retreat
- Implement a system for tracking core value programming
- Manage an annual budget of \$7,000 programming budget while utilizing the Kuali financial database
- Adjudicate conduct cases using PAVE Judicial Action software
- Participate in the departmental on-call duty & emergency response system for over 7,000 residents
- Design a department brochure, used for promotional & informational purposes across the university

Graduate Assistant – Asian Pacific American Student Services

May 2014 - Present

University of Southern California

- Serve as an advisor for "Connections!" Career Mentoring program
- Plan & implement the annual Asian Pacific American Student Welcome event for over 250 students
- Create and design marketing materials for the Asian Pacific American Student Welcome event
- Develop & coordinate a pilot "#APArealtalk" speaker series
- Collaborate with the USC Counseling Center to assess Asian Pacific American students' sense of belonging and mental health
- Design an overview brochure, used for promotional & recruitment purposes throughout the university & community
- Analyze assessment data to create an end of the year report for the 2013-2014 year

Assistant Residence Coordinator – Residential Education

July 2013 – May 2014

University of Southern California

- Recruited & advised 25 student leaders for 3 building governments for a population of 850 first-year students
- Coordinated weekly residential faculty themed dinners, guest speakers, & major off-campus programs
- Managed a yearly budget of \$32,500 for the building government & residential faculty programs
- Adjudicated conduct cases using PAVE Judicial Action software
- Participated in the departmental on-call duty & emergency response system for over 7,000 residents

Graduate Assistant – Orientation Programs

August 2013 – July 2014

University of Southern California

- Coordinated the student services fair at all orientation sessions for over 2000 freshmen & transfer students.
- Created original marketing materials for the "I am a Trojan" campaign to create a common language around USC's values
- Developed & led an off-campus leadership retreat for 41 orientation advisors
- Assisted professional staff in orientation advisor recruitment, selection, & training of 41 orientation advisors
- Worked with over 15 university partners to coordinate academic & student success workshops

NASPA Undergraduate Fellows Program Student Conduct Intern – Center for Student Conduct

June 2013 – July 2013

University of California, Berkeley

- Developed curriculum & marketing for a leadership program that educated students about the Center for Student Conduct
- Created learning outcomes & assessment questions for the "Bears that Care: bystander intervention program"
- Assisted professional staff with Advocate conduct database implementation

Titan Choices Intern – University Outreach

August 2010 – August 2011

California State University, Fullerton

- Collaborated with high school counselors, staff, & teachers to promote a college going culture
- Coordinated & presented classroom presentations for over 800 students to guide them towards Cal State University eligibility
- Conducted over 300 transcript reviews & provided course planning assistance
- Planned and implemented a workshop for over 150 admitted students

VOLUNTEER EXPERIENCE

Graduate Assistant – Annenberg Academic Advisement & Academic Services *August 2014 – Present*
University of Southern California

- Serve as an academic advisor during mandatory advisement period for undergraduate communication students
- Complete training on advising 101, advising theories, course planning, and department policies and procedures
- Assist in marketing for the department for university-wide efforts

Community Ambassador – Asian American & Pacific Islander Initiative *March 2013 – May 2013*
California State University Chancellor's Office

- Served on the planning committee for a community event for 200 Asian American & Pacific Islander students and families
- Assisted with the planning, marketing, & implementation of a community-based event for the Garden Grove school district called "Journey to College" that served over 150 Asian American & Pacific Islander students & families

Student Coordinator – New Student Orientation *December 2011 – September 2012*
California State University, Fullerton

- Recruited, selected, and trained 21 paraprofessional orientation leaders
- Created the summer presentations for course registration, policies, and academic integrity
- Presented at all orientation sessions on campus policies and academic integrity for over 300-600 students and families
- Developed & facilitated a diversity workshop that focused on effective communication in a diversity community

TEACHING EXPERIENCE

Instructor – American Culture Class *August 2013 - December 2013*
University of Southern California

- Co-instructed a weekly American Culture class for 10 international undergraduate students
- Led weekly discussions around U.S. culture, values, customs, & traditions

Lab Director – Introduction to Human Communication 100 *August 2012 – December 2012*
California State University, Fullerton

- Instructed a section of a general education course (HCOM 100)
- Developed & facilitated original lesson plans about the core concepts of human communication
- Engaged a class of 24 students through large group, small group, & dyad learning activities

COMMITTEE WORK

Resident Assistant In-service & Summer Training Committee, Residential Education *August 2014 – Present*
University of Southern California

- Coordinate 7 in-service trainings to promote personal & professional development for 157 resident assistants
- Develop & implement curriculum for an ethical leadership seminar for resident assistants

Resident Assistant Selection & Training Committee, Residential Education *August 2013 - May 2014*
University of Southern California

- Created campus-wide original marketing materials for resident assistant recruitment
- Developed and presented resident assistant information sessions
- Co-coordinated spring training sessions

PROFESSIONAL ASSOCIATION MEMBERSHIP & INVOLVEMENT

National Association of Student Personnel Administrators (NASPA)

- Region VI Western Regional Conference, Anaheim, California *November 2014*
Presenter - *Asian American & Pacific Islander Initiative session*
- Western Regional Careers in Student Affairs Day, Azusa Pacific University *November 2014*
Panelist – *NASPA Undergraduate Fellows Program session*
- National Conference, Orlando, Florida *March 2013*
Conference and TPE Volunteer
- NASPA Undergraduate Fellows Program (NUFP) *Spring 2012 – 2013*
Fellow

National Orientation Directors Association (NODA)

- Region II Conference, Phoenix, Arizona *March 2013*
Presenter – *Authentic Leadership*
- Region II Conference, Riverside, California *February 2012*
Presenter – *Finding your Way through Conflict*