

# Taiyu Gong

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## **EDUCATION**

Pepperdine University, Graduate School of Education & Psychology (GSEP), Los Angeles, California

**Master of Arts in Psychology**

May 2019

Jilin University, College of Philosophy & Sociology, China

**Bachelor of Science in Psychology**

June 2017

## **LANGUAGES**

Bilingual – Mandarin (Native) and English (Proficiency)

## **PROFESSIONAL EXPERIENCE**

Pepperdine Graziadio Business School, Los Angeles, California

**Graduate Assistant**

September 2018 – Present

- Track faculty's accounting information and proofread daily office expenses to assist in completing more than a dozen expense reports
- Maintain Senior Director of Operations' calendar and assist in scheduling and coordinating meetings, appointments, and successfully organized three domestic and international arrangements for other professionals
- Designed more than ten-course evaluation surveys, tracked responses and generated data reports from Survey Monkey in order to provide valuable feedback to students
- Provide administrative and clerical support including: mailing, scanning, faxing, copying, filing, and handling requests from other professionals

Jilin University, Jilin, China

**Administrative Assistant**

October 2014 – June 2016

- Audited program's database on a monthly basis to ensure students' information was recorded correctly, as well as maintained electronic and hard copy filing systems
- Supervised and acted as the liaison between three hundred first-year students of diverse backgrounds; coordinated dormitory arrangements and conducted orientation, was responsible for responding to freshmen's requests and promoting events
- Provided full administrative support for two senior program leaders including: event planning, initiating purchase requisitions, fulfilling catering requests, and ordering office supplies and equipment
- Answered phone calls and took messages, as well as prepared and edited documents such as letters, reports, and e-mails

## **RESEARCH EXPERIENCE**

Jilin University, Jilin, China

**Research Assistant**

September 2016 – June 2017

- Ran and obtained data for the studies and created charts and graphs for data analysis utilized the SPSS for statistical analysis
- Managed and updated research database and ensured the experiments were strictly adhering to experimental procedures and ethical rules, especially regarding confidentiality

Independent Study, Jilin, China

**Researcher**

September 2016 – June 2017

- Organized and interviewed participants for a research study on the serviceability of the Dual-Process Motivational Model on social prejudice.
- Utilized the SPSS to complete the data analysis work of screening hundreds of data and establishing models for three psychological experiments; authored research paper based on the results

**ADDITIONAL EXPERIENCE**

The Relational Center, Los Angeles, California

**Intake Volunteer**

June 2018 – Present

- Responsible for conducting orientation of the organization's vision and values and assessing clients' compatibility and financial status
- Process highly sensitive information and establish and manage client's file database.
- Maintain client confidentiality
- Answer incoming calls and emails and receive daily walk-ins; track and supervise follow-up works, such as assignment of customers and customer satisfaction surveys

The Ren Ai Mental Health Organization, Jilin, China

**Therapist Assistant**

January 2015 – July 2015

- Obtained and arranged demographical information, addressed main complaints and presenting problems to form intake reports for further clinical use
- Managed daily administrative tasks such as answering phone calls, replying emails and transferring and custody of office documents

Student Union of Jilin University, Jilin, China

**Deputy Director of Department of Liaison**

October 2013 – June 2015

- Assisted in organizing Pioneer Forum Debate Contest and actively communicated with other departments in the organization
- Creatively dealt with emergencies during the activities to ensure the normal operation of the events.
- Communicated with enterprises for extra-curricular activities by the organization to raise funds.

Psychology Association of Jilin University, Jilin, China

**Deputy Director of Association**

October 2013 – June 2015

- Initiated and organized Jilin University Psychodrama Contest
- Took responsibility for device management and coordinating backstage management affairs.
- Co-hosted Heart-to-Heart performance in Changchun Nursing Home with Red Cross organization.

**OTHER SKILLS**

SPSS, Microsoft Office Software, Google Office Software, positive listening skills, strong interpersonal skills, intercultural communication, excellent learning ability, highly detail-oriented and excellent processing speed.

**PROFESSIONAL AFFILIATION AND AWARDS**

**Psi Chi the International Honor Society in Psychology**

Psi Chi Lifetime Member

October 2018

**Jilin University**

Outstanding Student Leader

2013 – 2017

The 1<sup>st</sup> Class Scholarship

2016 – 2017