

YAWEN CHEN

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EXPERIENCE

**PROGRAM ASSISTANT, RURAL DEVELOPMENT LEADERSHIP NETWORK; NEW YORK, NY
— SEPT 2007-MAR 2008**

*Program support for small non-profit NGO office: researching and editing documents; managing database, information and files; handling mails, e-mails and website updates. *Assisted in various communication and design projects: newsletters, documents, fliers, and web.

**ACTIVITIES PROGRAM LEADER AND INSTRUCTIONAL ASSISTANT, INTERNATIONAL ENGLISH
AND PROFESSIONAL PROGRAMS; DAVIS, CA — JUNE 2006-JUNE 2007**

*International student adviser and university representative: administrating, coordinating, organizing and executing events and activities. *Instructed and aided international students.

RESEARCH ASSISTANT, EICHHORN FAMILY HOUSE; DAVIS, CA — JUNE 2006-JUNE 2007

*Assisted in Infant Development Project: examining the development of communication behaviors in infants 12-18 months of age and its effects on later social and cognitive abilities. *Coded social behavior for quantitative data and managed participants' data.

**DESIGN DIRECTOR (INTERIM) AND LAYOUT DESIGNER, THE CALIFORNIA AGGIE NEWSPAPER;
DAVIS, CA — OCT 2004-JUNE 2007**

*Correspondent and production representative. *Managed a design team in production; responsible for sending finished product to press. *Collaborated in design and production.

**OFFICE VOLUNTEER AND DISC JOCKEY, KDVS FREE-FORM RADIO; DAVIS, CA — SEPT
2004-JUNE 2006**

*Co-hosted a weekly two and a half hour show, broadcasting stories and underground music compliant with FCC regulations. *Collaborated in fundraising, publicity and organizational duties.

EDUCATION

University of California at Davis — Bachelor of Arts (2003-2007). Major in Psychology, minor in Human Development, with emphasis in Women & Gender studies.
Napier University in Scotland, U.K. (Summer 2004) — Courses in English and Nature & Culture.

SKILLS

Social: Customer service, consultancy, project leader/representative, publicity.

Organizational: Office administration and organization, database management, data entry, event and activities planning, archiving, general editing.

Technical/Computer: Web design knowledge: HTML/XHTML, CSS, PHP, MySQL-based tools.

Social science research and database softwares: Noldus: The Observer, SSPS Database.

Platforms: Windows XP, Mac OSX. Office software: Microsoft Office (Word, Excel, PowerPoint).

Artistic: Desktop publishing (print and web), layout, graphic design, general design.