

Carol M. Wan

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CONSULTING/COUNSELING/ADVISING/TEACHING

Wan Educational Consulting, Watertown, MA, July 2012 – current

Educational Consultant

- Counsel students and parents on college admissions process
- Assist students in brainstorming good essay topics and through the writing process
- Proofread and edit college applications and essays
- Assist students in selecting suitable reach, target, and safety schools
- Provide career assessments and report analysis to students and parents

Malden High School, Malden, MA, January- May 2012

Volunteer School Guidance Counselor

- Managed school's College and Career Center
- Scheduled appointments and handle drop-in college and career counseling
- Assisted students with college applications process, including essay writing and financial aid

Quincy High School, Quincy, MA, September – December 2011

Volunteer School Guidance Counselor

- Facilitated communication between school and Chinese immigrant students
- Assisted students with college applications process
- Offered suggestions of good-fit schools
- Brainstormed and edited college essays

Boston College, Lynch School of Education, Chestnut Hill, MA, Fall 2009 to Spring 2010

Research Assistant to Professor David Blustein, Ph.D. and Professor Pratyusha Tummala-Narra, Ph.D.

- Assisted with teaching *Multicultural Issues, Career Counseling and Development*, and *Counseling Theories*
- Achieved authorship in published journal article – *Journal of Career Development* (in press)
- Managed a research team of over 25 graduate students
- Assisted with research tasks, including data collection and coding
- Collected relevant research articles from various academic databases and internet resources
- Extracted pertinent information from sources and reported findings at weekly team meetings

Boston Chinatown Neighborhood Center, Boston, MA, Spring 2006 to Summer 2009

Senior Academic Associate

- Managed two mentoring programs: 1) college mentoring and 2) ESL mentoring
- Supervised fellow staff, college interns, and community mentors
- Monitored youth center floor activities
- Organized and ran weekly group activities for youth
- Communicated with parents and school officials
- Provided college workshops and organized campus tours to schools in greater New England area
- Counseled students on college applications process and final school selection
- Provided career counseling and assessments to youth

Youth Program Lead Teacher

- Taught ESL classes to Chinese immigrant middle and high school students
- Developed customized ESL curriculums based on student levels
- Monitored student attendance and progress; checked-in with absentee and non-passing students
- Contacted middle and high schools to recruit students for after school and summer programs

Barnard College, Office of Career Development, New York, NY, Fall 2002 to Spring 2003

Graduate Assistant Career Counselor

- Performed brief drop-in counseling for undergraduates with various career concerns
- Edited student resumes and cover letters during drop-in hours
- Maintained accurate alumna contact information in computer database

Pace University, Counseling Center, New York, NY, Fall 2002 to Spring 2003

Graduate Extern Psychological Counselor

- Provided psychotherapy to a diverse case load of college students
- Counseled students on both academic and personal matters
- Documented meetings in detailed case notes
- Summarized student background and presenting issues in full reports

Boston University, School of Education, Boston, MA, Fall 2000 to Summer 2001

Academic Resource Counselor for Upward Bound/Project ACHIEVE Program

- Managed after school and summer programs for high school students, consisting of study hall and classes
- Hired, supervised, and trained staff of 16 BU students who tutored/mentored Boston public high school students
- Designed and authored organization's first tutor-employee training manual
- Tracked student and employee hours for stipend distribution and payroll

Princeton-in-Asia/City University of Hong Kong, PRC, Summer 1998 to Summer 2000

Teaching Fellow

- Taught remedial ESL to university and high diploma students
- Designed classroom curriculum
- Assisted in editing and assembling course text
- Co-led weekly Conversation Club

PRESENTATIONS

- *"Never Too Early: Preparing Your Child for the College Admissions Process"* Presentation given at Acton Chinese Language School, September 2014, Acton, MA
- *"Ways to Pay for College: Understanding Loans, Scholarships & Grants"* FUEL Presentation delivered in Cantonese at Boston Chinatown Neighborhood Center, November 2011, Boston, MA
- *"Voices from Chinatown"* Presentation given at Boston College Institute for the Study and Promotion of Race and Culture, October 2009, Chestnut Hill, MA

GRANT

The Brown Rudnick Charitable Foundation Corp. – Community Grant (2008)

- Served as lead grant writer
- Awarded \$2,000 for college access program, career counseling, and ESL classes

EDUCATION/TRAINING/CERTIFICATION/LICENSURE

New England Area Regional Representatives, www.regionalreps.org

- Counselor Luncheon, Needham, MA, March 6, 2018
Agenda Included:
 - Reviewing applications with college admissions readers
 - Meeting and speaking with college admissions representatives

Independent Educational Consultants Association, Fairfax, VA

- Spring Conference, Denver, CO, May 10 - 13, 2017
Breakout and Discussion Sessions Attended Include:
 - *Building Affordability Planning Into Your Practice: A Hands On Training Workshop*
 - *Hurry up and Wait: Understanding How Colleges Use Wait Lists*
 - *How Optional is "Test Optional?"*
- Spring Conference, Boston, MA, May 4 - 7, 2016
Breakout and Discussion Sessions Attended Include:
 - *Behind Closed Doors: Case Studies with College Admissions Officers*
 - *How Do I Love Thee? Demonstrated Interest and How Colleges Count the Ways*
 - *Communicating Their Stories: Strategies To Help 17-Year Olds Write Meaningful College Applications Essays*

Massachusetts Department of Elementary & Secondary Education, Malden, MA

- School Guidance Counselor (5-12) Initial License, granted September 22, 2011

Health Resources in Action/Medical Foundation, Boston, MA

- BEST Initiative Youth Worker Certificate Training, March - May 2011

Massachusetts Tests for Educator Licensure, Pearson Education, Inc., Amherst, MA

- Communication and Literacy Skills - Reading, July 2010
- Communication and Literacy Skills - Writing, July 2010

Boston College, Chestnut Hill, MA

- Advanced graduate studies, September 2009 - May 2010

Teachers College, Columbia University, New York, NY

- Master of Education in Psychological Counseling, May 2004
- Master of Arts in Psychological Counseling, October 2003
- Teachers College Minority Scholarship recipient, *Kappa Delta Pi* (International Honor Society in Education) member

Center for English Studies, New York, NY

- Royal Society for the Arts/Certificate of English Language Teaching to Adults, June 1998

Tufts University, Medford, MA

- Bachelor of Arts in Clinical Psychology, *cum laude*, May 1998 Minor: Chinese Studies
- Dean's List, *Psi Chi*, and *Golden Key Honor Societies*

The Chinese University of Hong Kong, Hong Kong, PRC, January - May 1997

- Study abroad through *Yale-China/International Asian Studies Programme*
- Coursework: 12 hrs/wk Chinese (Putonghua), Psychology of the Chinese People, Appreciation of Chinese Art

COMMUNITY SERVICE

National Association of Asian American Professionals, Boston, MA, Fall 2004 to Present

Scholarship Gala Volunteer – Student Speeches (April 2014 to Present), *Director of Public Relations (November 2011 to July 2012)*, *National Convention Local Marketing Leader (Summer 2011)*, *Student Outreach Co-chair (2007-2009)*, *Scholarship Gala Co-chair (2006-2007)*

Tufts Alumni Admissions Program, Medford, MA, Fall 2000-Spring 2001, Fall 2005 - Spring 2008

Alumni Interviewer

- Contacted students via telephone/email to schedule appointments
- Interviewed high school seniors applying to Tufts
- Wrote interview reports and submitted to admissions office by deadlines

SKILLS

Language: Bilingual Cantonese and conversational Putonghua, intermediate reading level

Computer: PC/Mac; MS Word/Excel/PowerPoint, PsychInfo, internet research