



SARAH ELIZABETH WANG

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Detail-oriented Program Coordinator with over six years' demonstrated experience in the fields of international education and program administration, including running fellowships; executing conferences; developing promotional materials; and social media planning. Conscientious, self-motivated, and service-oriented professional known throughout industry for efficiency, reliability, and positive attitude. Speaks Mandarin Chinese with moderate degree of fluency (HSK Level 3 certified). *Other key competencies include:*

- Report Writing
- Problem-Solving
- Communication Skills
- Organizational Skills
- Budget Development
- Logistics
- Desire to Learn
- Prioritize
- Honesty
- Administrative Support
- Interpersonal Skills

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

EAST-WEST CENTER, Washington, DC (EWCW)

October 2014 - Present

A Congressionally funded public diplomacy nonprofit promoting education and international exchange between the U.S. and Asia.

Programs Coordinator (July 2018-Present)/ Project Assistant (October 2014-July 2018)

EDUCATIONAL EXCHANGE PROGRAM MANAGER (July 2018 – Present)

Manages three international fellowship programs, successfully navigating cross-cultural communications and diverse audiences. Duties include: Marketing and coordinating of applications including social media; organizing logistical arrangements for travel, visas, and per diem/stipends; supervising fellows' time in the Indo-Pacific representing the EWCW; liaising with internationally-based grantors and institutional partners; arranging meetings, public and private events, and interviews for fellows during their time in Washington, DC; and authoring grant reports.

Key Achievements:

- Directed the Center's *U.S.-Japan-Southeast Asia Partnership in a Dynamic Asia Fellowship* (2018-2020), bringing 12 fellows over the span of two years (six fellows per cohort) to Japan and Washington, DC to conduct research on trilateral cooperation in the field of political economy while partnering with Osaka School of International Public Policy (OSIPP) at Osaka University and the Center for Rule-making Strategies (CRS) at Tama University. Throughout the fellowship reported to the fellowship's grantors, the Japan Foundation and U.S. Embassy Tokyo
- Since 2018, runs the Center's *Asia Studies Visiting Fellowship* program and onboarded 10 fellows (six in 2018, four in 2019).
- A member of the Series Editing team for two the Center's publications, the *Asia Pacific Issues* and *Policy Studies*, and to date has facilitated the publication of EWCW fellows' manuscripts (3 *Policy Studies* and 8 *Asia Pacific Issues*).
- Serves on the East-West Center's Participant Services Committee.

EVENTS COORDINATOR (October 2014 – Present)

Since October 2014 has headed production of 157 public and 51 private events (as of November 2020). Facilitates entire process, which includes: selecting topics; recruiting speakers from U.S. and foreign governments, academia, media, and

private sector; creating marketing materials for print, web, email, and social media; coordinating RSVPs; organizing catering and other outside vendors; managing event space set-up including room layout, brand placement, and live-streaming capabilities; and compiling event-related fiscal and budgetary documents.

Key Achievements:

- Created the Standard Operating Procedures (SOPs) for the entire East-West Center’s Zoom Webinars capability to assist in the Center’s virtual programming during the COVID-19 epidemic.

SOCIAL MEDIA MANAGER AND CONTENT CREATOR (March 2017 – July 2018; August 2019 – January 2020)

Key Achievements:

- Launched Facebook, Twitter, and LinkedIn accounts for EWCW in 2017, bringing in nearly 1,000 combined new followers in the first year.
- Designed the reorganized EWCW monthly e-newsletter in 2017, with an 20% average open rate and 10% click rate.
- Developed ongoing initiatives that tracks quotations and policy statements on U.S.–Indo-Pacific relations from the Trump administration and candidates for the 2020 U.S. presidential election.
- Written 97 articles for the *Asia Matters for America/America Matters for Asia* blog.
- Assisted in implementing an organization-wide communications meeting structure to coordinate external communications between programs at the Center and currently serves on the Communications and External Relations Committee.

TECHNICAL / SOFTWARE SKILLS

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|-----------------|--------------|--------------------|---------------|
| • Facebook | • Microsoft | ○ Teams | |
| • Twitter | Office: | • Constant Contact | • JotForm |
| • Instagram | ○ Word | • Canva | • Submittable |
| • LinkedIn | ○ Excel | • Vimeo | • Zoom |
| • YouTube | ○ PowerPoint | • Flickr | • Oracle |
| • Sprout Social | ○ Outlook | • SoundCloud | |

SERVICE & OUTREACH

- Member of the East-West Center’s Diversity, Equity, and Inclusion (DEI) Working Group
- Member of National Association for International Educators (NAFSA) (2019 – Present)
- Served on the Host Committee for the American Councils for International Education’s 8th Annual Silent Auction “A Taste of Taiwan,” which raised over \$29,000 to assist students who wish to study abroad in Taiwan
- Volunteer for Friends of Sligo Creek environmental group in Montgomery County, Maryland

EDUCATION & CREDENTIALS

Masters of Arts in Asian Studies (2014) – Georgetown University, Washington, D.C. – 3.7 GPA

Bachelor of Arts in International Relations (2012) – University of Delaware, Newark, DE – 3.7 GPA

Minors in Mandarin Chinese and East Asian Studies

TESTIMONIALS

“*Sarah is the definition of a go-getter.* While I was working at EWCW, I was always impressed by *her creativity and resourcefulness* to find solutions for any project. *She also approaches everyone she meets with kindness, and it's that*

type of collaborative professionalism that would make her an asset to any team.” - Karen Amethyst Mascariñas, former Projects Coordinator, East-West Center in Washington

“It is my absolute pleasure to write this recommendation for *Sarah*. I got to know her during my fellowship at the East-West Center in Washington, DC. On the very first day, when she walked me through the office, introduced me to other colleagues, and helped me through the arduous paperwork, *I knew I was with a responsible, dependable, and incredibly hard-working person*. During my affiliation with the Center, she helped me arrange research interviews with impressive ease and dexterity. Her emails to the resource persons always elicited a reply. Her organizational expertise was on full display at my public seminar; everything went like clockwork and was very well-attended. I saw her coordinate many workshops and seminars at the Centre with strategy and confidence. *Sarah’s in-depth knowledge of Asian society and politics catapults her to the top of the game, as she continues to work with dedication and honesty.*” – Dr. Sujata Ashwarya, 2019 East-West Center Asia Studies Visiting Fellow

“*Sarah* was a classmate when we were attending classes at Georgetown and has since become an invaluable point of contact during her time at the East West Center as we both built out careers working on foreign policy in Asia. She managed the day-to-day needs, logistics, and substantive support for all participants in the US - Southeast Asia - Japan Fellowship at the East-West Center, which I participated in for three months in 2019. Both during the Fellowship and in the many years I have known her before and since, *Sarah proved herself to be exceptionally organized, extremely efficient in answering questions and addressing problems as they arose, and a reliable and tireless resource-- particularly for those fellows and contacts who were unfamiliar with Washington D.C.* She went above and beyond to make sure that things ran smoothly, both for the Fellowship and in the many other East-West Center Washington events I have attended. *She is one of the friendliest and most effective people with whom I have worked, and I would recommend her without reservation as a manager, coordinator, and team leader.*” – Courtney Weatherby, 2019 East-West Center U.S.-Japan-Southeast Asia Partnership in a Dynamic Asia Partnership Fellow

“I worked closely with *Sarah* during my fellowship at the East-West Center in Washington. She helped me find interview contacts, search for research materials, and prepare paperwork among others. During my research stay, *she was extremely responsible and responsive. I want to thank her for her tremendous support.*” – Bich Thi Tran, 2019 East-West Center Asia Studies Visiting Fellow

“*Sarah* is a *great coordinator, friendly, cooperative and supportive person* working at the East-West Center in Washington. She helped me in arranging research interviews with scholars and policymakers in D. C. She also offered *very valuable administrative support*. She cooperated in planning and organizing my seminar. Even after my fellowship, she was always there to help me in providing key support in review and copy-editing process of my publication. Besides, *she possesses very admirable event planning skills*. It was a great pleasure to have worked with her. *She made me proud of being an Asia Studies Visiting Fellow at the EWC.*” – Riaz A. Khokhar, 2019 East-West Center Asia Studies Visiting Fellow

“*Sarah* was the coordinator of an East-West Center fellowship I participated in in 2019. She is *very nice, helpful and professional, which supports our cohort really much. Thanks to her coordination*, we had great time working in both DC and Osaka. *I strongly recommend that Sarah is a wonderful coordinator and researcher.*” Huy Pham, 2019 East-West Center U.S.-Japan-Southeast Asia Partnership in a Dynamic Asia Partnership Fellow

“The *significant benefit of the visiting fellowship* is the access that the association with the center provides, and the *tireless efforts of Ms. Wang* to connect fellows with experts and practitioners in their field of interest. [...] It is a *true testament to the intelligence, hard work and professionalism of the DC office of EWC.*” – Dr. Rebecca Strating, East-West Center 2019 Asia Studies Visiting Fellow

“*Sarah* is always super organized and efficient. She is a great planner and coordinator who is always prepared with the big picture in mind and attention to details. Sarah is good at multitasking, responsible for a variety of tasks and dealing with a diversity of internal and external people with very different professional and cultural backgrounds.” – Dr. Wenhong Chen, East-West Center 2019 Asia Studies Visiting Fellow