

# Tong Wang

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## Education

- 2012-2014 M.A. College Student Personnel Administration  
Seton Hall University, South Orange, NJ
- 2008-2012 B.A. English  
Hunan First Normal University, Hunan, China

## Working experiences

- 09/2022-present **Lab Manager**  
Bioinformatics and Mathematical Biosciences Lab, Department of Biomedical Informatics, The Ohio State University, OH
- Facilitates large scale grant proposal writing, proposal drafts editing, admin file preparation
  - Manages lab members tasks (GRAs, undergrad student workers), and other administrative tasks for lab meetings, grant deadlines, scheduling, etc.
  - Oversees budgetary tasks such as grant funds balance, lab purchases and travel reimbursement.
- 01/2015-11/2017 **Administrative Assistant**  
Dance Department, Mason Gross School of Arts, Rutgers University, NJ
- Organizes, coordinates, and implements the administration of Ph.D., Master's, and bachelor's degree programs.
  - Facilitates departmental guidelines and clerical procedures related to undergraduate and graduate admissions; audition and application procedures; student advisement and registration.
  - Maintains enrollment statistics for the department and the inquiries, auditions, applications, and admission of qualified prospective students.
  - Manages departmental fiscal year budget analysis and reports, travel & reimbursement, and purchase orders.
- 02/2013-11/2014 **Event Associate & House Manager**  
South Orange Performing Arts Center (SOPAC), South Orange, NJ
- Manages Special Events & Rentals in all aspects of promotion, catering coordination, and budget planning for events from weddings, religious celebrations, conferences, galas, large-scale presentations, etc.
  - Oversees interns and volunteers.
  - Coordinates activities (timing, intermissions) with Stage Manager and Director.

- 09/2013-01/2014     **Student Advisor, Program Coordinator (full-time intern)**  
Center for Advising & Student Transitions, Montclair State University, NJ
- Advises probationary students with low GPA.
  - Manages and facilitates workshops, events, and conferences for undergraduate students.
- 01/2013-08/2013     **Administrative Assistant (full-time intern)**  
Office of International Programs, Seton Hall University, NJ
- Assists the program director with daily office operations.
  - Processes applications for international students as well as local students who participated in the study.
  - Abroad programs at Seton Hall University.
  - Responsible for International students' advisement, enrollment, and retention issues.

### **Research experience**

- 2013-2014            **Research in Educational Leadership, Management & Policy**  
Seton Hall University, NJ
- Cross-cultural adaptation of international students from mainland China in U.S. universities.
  - Influence of co-curricular experience in helping international college students' retention issues.
  - Assessment and Evaluation of international programs at Seton Hall University.