

TRISHA LEONG

Education

Bachelor of Arts in Communication

Summa Cum Laude, University of Missouri

Master of Arts in Communication

4.0GPA, Expected May 2023, Missouri State University

Professional Experience

Assistant Course Administrator

August 2021 - Present

Missouri State University, Springfield, MO

- Train local and international graduate teaching assistants on executing administrative and grading responsibilities
- Evaluate the work of approximately 450 graduate level students enrolled in the MBA program
- Develop more efficient course administrative processes by building organized systems through Excel and Word
- Resolve student concerns via in-person and email interactions using strategic communication
- Source external content to enrich student learning experience about professional and team communication

Instructor

August 2022 - December 2022

Missouri State University, Springfield, MO

- Delivered Public speaking course content to classes of 24 undergraduate students
- Developed interactive activities to teach students about interpersonal and organizational communication as well as research skills
- Provided timely feedback to students on speech and written assignments
- Fostered a classroom environment that both challenged students to speak comfortably in front of their peers while also developing friendships with their classmates

International Outreach Intern

June 2020 - August 2020

Anthem Church, Columbia, MO

- Improved team dynamics by analyzing and reporting on existing operation methods
- Strengthened community-building among the international student population through mentoring members in group and individual settings on a weekly basis
- Spearheaded the first outreach effort by coordinating resources, transportation, and manpower, resulting in a turnout of about 20 international students

Activities

President, January 2022 - Present

International Fellowship Missouri State University- Springfield, Missouri

- Provide logistical and social support to international students settled in the town of Springfield
- Assist with administrative coordination efforts for organization events
- Schedule one-on-one meetings with international students to provide guidance on academic productivity and assimilation to American culture

Skills

Fluent in English, Mandarin, and Bahasa Malaysia

Qualitative & Quantitative Research (SPSS)

Multitasking

Leadership