

ERIC ASSAN

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SUMMARY

- 7 years of experience; teaching, administration, leading students and communities in leadership roles
- Strong work ethic, ability to work independently or in a team, and meet timelines with little supervision
- Creative thinker, problem solver and encourages fresh perspectives and innovative ideas to tasks
- Well developed advisory and mentorship skills; experienced serving wide range of student populations
- Passionate to improve access to education by leveraging on technology to achieve equity in marginalized communities

EXPERIENCE

Berkeley School of Education, UC Berkeley, CA **January 2023-Present**

Graduate Student Instructor/Teaching Assistant - Introduction to Qualitative Research

- Assist the Professor to teach graduate students introduction to qualitative research methods
- Facilitate discussion sessions and hold office hours for student check-ins
- Co-facilitate weekly sections and course presentations
- Attend weekly meetings with the Instructor to prepare for weekly lectures

Engineering Student Services, UC Berkeley, CA

December 2022-Present

Learning Specialist / Academic Advisor - College of Engineering

Building Resilience: Community Engagement in Times of Academic Distress

- Developed syllabus in consultation with the Student Engagement Programs Manager
- Co-facilitate weekly sections and deliver presentations on time management and learning strategies
- Develop learning plan and academic advisory services for students on academic probation
- Hold office hours for Resilience student check-ins and address academic difficulties of students

Berkeley School of Education, UC Berkeley, CA

September 2022 – Present

Student Representative – Admissions & Fellowship Committee

- Represent BSE undergraduate and graduate students at the Admissions and Fellowship committee
- Assist in formulating Fall 2023 Admissions policies and rubrics for the 2023 Admissions year
- Present updates from committee meetings at BSE students' general meetings
- Assist the Admissions and Fellowship committee with any other duties assigned

EDUCATION

University of California, Berkeley, School of Education, CA

August 2022-Present

MA Education (Policy, Politics & Leadership), GPA 4.0/4.0

- Mastercard Foundation Scholar; Full Ride Scholarship Awardee at the School of Education
- Undertook a pilot research project on undergraduate students preference of online over in-person courses
- Conducted an Organizational Analysis on the International House at UC Berkeley by interviewing participants, coding the data and writing a final report on the findings.
- Served as a member of the Review Committee for the 2022 “*Environmentalists of Color*” at the Student Environmental Resource Center

Huzhou University, College of Teacher Education, Zhejiang, China

2019-2022

Master in Educational Management, CGPA 4.0/4.0

- Awarded the University Presidential Scholarship: a full ride scholarship, and Zhejiang Government Provincial Scholarship worth 20,000yuan for excellent academic performance and publishing a paper
- Volunteered for Huzhou Community School Project as an English Tutor to teach Phonetics, Grammar and Composition in elementary schools in Zhejiang Province

University of Cape Coast, Faculty of Education, Cape Coast, Ghana

2014-2018

Bachelor of Social Sciences Education (Geography & Mathematics), CGPA 3.7/4.0

- Awarded Dean's Award each year for maintaining a 3.6/4.0 and graduated Best Student in my cohort
- Served as a Research Assistant at the Institute of Education to supervise Colleges of Education

ADDITIONAL

Skills: Microsoft Office, Excel, PowerPoint, InVivo, STATA — **Languages:** English Chinese, French, Twi

Volunteer: Lead Advisor at “SCHOLARSCENTERwithERICASSAN” for prospective students to study abroad

Interests: Outdoor enthusiast (summitted The Grand Canyon, Arizona), Viewed Landscape in Sedona