

Wai Ting Yu

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Education

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| 2005 – 2007 | Carnegie Mellon University <ul style="list-style-type: none">• H. John Heinz III School of Public Policy & Management• Master of Science in Public Policy & Management• GPA: 3.61 | Pittsburgh, PA |
| 2001 – 2005 | University of Michigan <ul style="list-style-type: none">• School of Literature, Science & Arts• Bachelor of Arts in History and Political Science• University Honors: Fall 2002, Winter 2005 | Ann Arbor, MI |
| 1997 – 2001 | Stuyvesant High School | New York, NY |

Experience

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| July 2007 – Present | NYC Office of Management and Budget (OMB) <i>Analyst</i> <ul style="list-style-type: none">• Oversee the revenue collection and distribution progress of the NYC Department of Health and Mental Hygiene (DOHMH) and the Office of Chief Medical Examiner (OCME)• Manage and monitor the expenditure trends of the Disease Control and Epidemiology divisions at DOHMH• Assist Health Task Force at OMB in compiling DOHMH's annual budget as part of NYC's annual fiscal plan | New York, NY |
| Sept. 2006 – May 2007 | Teach for America <i>Database Intern</i> <ul style="list-style-type: none">• Set up a database that will allow corps members in the NYC Summer Institute to enter and track students' pre- and post-test results and staff to generate comprehensive reports on students' achievements | Pittsburgh, PA |
| June 2006 – Aug. 2006 | Office of the Mayor – Education and Community Development <i>Intern</i> <ul style="list-style-type: none">• Established a database of private and fee-based English as a Second Language programs in New York City• Generated statistical analysis of City University of New York's adult education students' test scores• Researched and proposed a city-sponsored teacher recruitment pilot program for adult education programs• Supported research efforts and the creation of mayoral guidelines for plain language implementation in city agencies | New York, NY |
| Sept. 2005 – May 2006 | School Performance Network <i>Intern-Researcher</i> <ul style="list-style-type: none">• Provided assistance and research to authors of the Teachers Assessment Guide (TAG), a book that will be distributed to teachers and schools in the Greater Pittsburgh region• Edited TAG on the organization's website | Pittsburgh, PA |
| Jan. 2005 – Apr. 2005 | City of Ann Arbor – Office of City Administrator <i>Intern</i> <ul style="list-style-type: none">• Constructed a database of best practices in various public service sectors in cities comparable to Ann Arbor in size and organization | Ann Arbor, MI |

- Initiated the preliminary study of the necessity to create a separate Public Arts Department apart from the Parks & Recreation Department

Sept. 2004 – Apr. 2005 **University of Michigan – Michigan Baseball Office** **Ann Arbor, MI**
Assistant Secretary

- Maintained a database of over 5,000 recruits and provided team information to them
- Assisted at team activities, such as alumni outings and Fan Appreciation Day

Sept. 2001 – Apr. 2004 **University of Michigan – School of Public Health** **Ann Arbor, MI**
Office Assistant

- Created a database of schools comparable to the School of Public Health and kept track of programs offered and tuition costs
- Organized the list of prospective students and catered the mail sent to them according to their needs

Jun. 2003 – Aug. 2003, **Civilian Complaint Review Board** **New York, NY**
 Aug. 2004 *Intern*

- Handled the scanning of cases into the database after they are closed
- Prepared letters and packages to complainants, police officers, and NYPD headquarter after cases closed
- Participated in meetings held by the Commissioners of the Board

Jul. 2002 – Aug. 2002 **First Chinese Presbyterian Church** **New York, NY**
Teacher Assistant

- Taught kindergarteners Math and English

Academic Honors

Summer 2004 Public Policy & International Affairs (PPIA) Fellow at University of Michigan
 2002-2004 The National Dean's List
 2007 Presidential Management Fellowship Nominee

Relevant Courses

Financial Analysis
 Health Economics
 Intermediate Statistics
 Introduction to Database Management
 Introduction to Geographic Information Systems (GIS)
 Introduction to Microeconomics
 Management Science
 Professional Speaking
 Professional Writing
 Systems Synthesis
 Urban and Regional Economic Development
 Budgeting and Management Control in Schools

Skills

Language - Proficient in Cantonese
 - Basic in Spanish and Mandarin

Computer - Experienced in MS Word, Excel, Access, Outlook, and PowerPoint
 - Functional in MS Publisher; FileMaker; Minitab; DreamWeaver and basic HTML; Adobe Illustrator, InDesign, and Photoshop; ArcGIS; NYC city government's FMS and Crystal Report
 - Basic in SAS; SPSS

Research/Projects - Consultant for the Pittsburgh Public Schools district, as part of the Heinz School capstone project team that created a comprehensive plan for a new science and technology high school in Pittsburgh, <http://www.heinz.cmu.edu/systems/108.html>

- Researcher of potential teacher recruitment pilot program for New York City adult education programs; Conducted multiple interviews with various adult education programs leaders and researched non-traditional teacher recruitment programs
- Assistant Researcher at the School Performance Network
- Member of the Undergraduate Research Opportunity Program at the University of Michigan in 2002-2003; Focused on the recruitment of teachers from minority races

Publication

- *Recruiting and Retaining Teachers: What the City of New York Can Do for Adult Education*, The Heinz School Review, Vol. 4, Issue 1, Spring 2007 <http://journal.heinz.cmu.edu/articles/recruiting-and-retaining-teachers/>