

Contact

tintinyw@gmail.com

www.linkedin.com/in/tintinyang
(LinkedIn)

www.stanford.edu (Company)

Top Skills

Project Management

Process Optimization

Business Development

Languages

English (Native or Bilingual)

Spanish (Native or Bilingual)

Cantonese (Native or Bilingual)

Honors-Awards

Corporate MVP - Nominated

Packaging Award - Bronze

American InHouse Design Award

Amy J. Blue Award 2019 -
Nominated

Tin Tin Wisniewski

Program Manager, Stanford Vision and Learning Lab at Stanford
University

San Francisco Bay Area

Summary

Skilled in managing a wide range of projects. Multilingual and comfortable in multinational environments. Technologically savvy and highly motivated in completing tough assignments with excellent customer service. Drawing inspiration from a background in data analytics, active market communications, non-profit administration, sales, and international operations.

Experience

Stanford University

Program Manager

January 2019 - Present

Stanford, CA

Lead industrial partnerships for Stanford Vision and Learning Lab (SVL Lab). Developed and administered outreach strategies related to program communications, development, partnerships and fundraising. Served as the interface for the research group and sponsors with the goal of informing them of the key insights the sponsors were expected to receive.

Lead and oversaw the administration of large classes. Advised students and mentored a team of teaching assistants. Planned and oversaw the logistics, policies and procedures required for poster sessions. Evaluated the performance of various programs.

Showcased SVL Lab to the rest of the university, external community, industry collaborators, and other stakeholders. Provided information related to development of research activities and funding opportunities.

Helped build an Artificial Intelligence community on campus and organized lab tours and talks/seminars on related topics.

Stanford University

Faculty Administrator, Department of Computer Science

March 2017 - Present

Stanford, CA

Acted on behalf of faculty to establish priorities and to identify and resolve problems that were administrative in nature.

Oversaw and/or performed duties associated with scheduling, organizing, and operating complex conferences, seminars, and events, including arranging with vendors for services, overseeing the production and distribution of materials, administering logistics, and managing events within budget.

Composed and drafted documents and correspondence for presentations, course handouts, grants, conferences, seminars, and reports. Work included substantial editing and fact checking.

Planned and scheduled calendars with limited consultation, resolved calendaring conflicts, and arranged travel in compliance with unit, university, and sponsor policies.

Created reports and spreadsheets at times utilized specialized software and systems.

Oversaw and/or processed a variety of complex financial transactions including purchasing and reimbursement requests; researched, identified, and resolved discrepancies. Assisted with capital or special equipment requests and/or vendor selection.

TricorBraun

Global Business Coordinator

February 2012 - February 2017 (5 years 1 month)

St. Louis, MO

Administered TricorBraun's Europe and India divisions' global business development projects.

Optimized the British and Mexico sale operations and accounting by monitoring the progress of projects, expedited and adjusted project timelines, educated and supported customer service representatives when errors occurred or data submissions were not compliant with established standards, and generated reports for gross profit, open orders, inventory management, and dimension statements.

The Hoover Institution, Stanford University

12 years

Information Editor

January 2009 - December 2011 (3 years)

Stanford, CA

Managed content editing in the areas of online, social media, photography, and video. Part of a web service team that collaborated with internal departments and external organizations to review and develop content for policy scholars, professors, and high profile officials. Analyzed information and updated websites utilizing HTML and CSS.

Met or exceeded budget and scheduling priorities while being the business manager for two independent groups of scholars – the Property Rights Task Force and the K-12 Education Task Force at Stanford's Hoover Institution. Tasks involved managing scholars' manuscript review process, coordinating conference events, drafting meeting agendas and minutes, overseeing task force finances, and assisting in the process of obtaining research grants.

Successfully worked with university departments at Stanford in a wide range of research projects.

Communications Associate

January 2005 - December 2008 (4 years)

Stanford, CA

Supervised the Hoover Institution's marketing efforts at high profile conferences and through various U.S. media outlets, coordinated outreach initiatives utilizing social media, and acted as liaison between the media, scholars, and senior staff members.

Managed the Hoover Institution's Public Affairs Office Assistants and Summer Interns. Upgraded and streamlined office operations, which resulted in cost savings and increased efficiency. Successfully identified quality applicants for open positions within the Public Affairs Office.

Maintained excellent composure under pressure, interpreted marketing data from a broad range of sources, composed detailed reports and presentations using MS Office, MS Power Point and Adobe CS5.

Contracted and managed professional photographers for Hoover Institution events, set up a wide variety of exhibit displays during media, promotional, and fundraising events.

Created a data management system for photos, news articles, opinion editorials, marketing campaign mailing lists, and contacts with MS Excel and MS Access; compiled four years of event photos for the Hoover Institution's 2008 Annual Report using Adobe Lightroom and Google Picasa.

Administrative Assistant

2000 - 2004 (5 years)

Stanford, CA

Assistant to Director Emeritus of the Hoover Institution Dr. Glenn Campbell and Nuclear Physicist Dr. Edward Teller. Office assistant at the Office of Public Affairs.

Education

Northwestern University

Master of Science (M.S.), Information Systems

University of California, Berkeley

Bachelor of Science (B.S.), Environmental Economics and Policy

Universidad de Costa Rica

UC Education Abroad Program, Organic Agriculture