

DONGFANG WANG



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EDUCATION

Lone Star College-Tomball

Tomball, TX

Associate of Arts, Field of Study in Business

May 28, 2027

SKILLS

- Proficient in Microsoft 365, including Word, Excel, and PowerPoint.
- One year of customer service and student-oriented support
- Solution oriented
- Skilled in Google Workspace
- Public Speaking
- Data Entry and PeopleSoft (iStar)
- Proficient in New Line Smart Board Technology
- Red Dot Proficiency

AWARDS & CERTIFICATIONS

- Google My Business Certification – 2025
- Google Analytics Certification (GA4) – Google, May 2025 | ID: 141882673
- Canva for Work – Canva – May 2025 | Credential ID: 2eb69c
- Experience Extraordinary Retentions Scholarship-2025
- CPE 501-096, World Affairs Council – Global Affairs & U.S. Foreign Policy Institute, 2025
- CPR, AED, and First Aid certified by Alison-2025

Experience

- Specialist III Timberwolf Leader – Lone Star College Tomball Part-time September 2025 – October 2026
 1. Managed website updates and vendor outreach by communicating with off-campus companies and system offices to obtain price quotes; refined executive email communication and professional correspondence skills.
 2. Produced and directed promotional videos by collaborating with College Relations, the Career and Transfer Center, and student leaders to promote campus connection, independence, and leadership.

3. Completed one year of intensive leadership training within the LSC system, actively mentoring and guiding students through campus navigation, academic resources, and peer support during and outside regular office hours.

MEMBERSHIPS & VOLUNTEER WORK

- Global Scholars-2025-2026
- Honor Student-2025-2026
- Global Scholar in the Honors Undergraduate Research Track-2025
- Volunteer Work at Lone Star Performing Center-4.11.2025
- Phi Theta Kappa membership-2025 | ID: 000022106671
- Lone Star College – Rice Take Flight Program
- President’s List 2025&2026
- BAFTX scholarship JLL Rewards-2026
- Mascot in the Opening Ceremony of the Magnolia Center, 2026 Graduation Ceremony of Tomball