

# Siu Yuin Pang

1455 East 54<sup>th</sup> Place, Apt. 3, Chicago, IL 60615

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## Summary of Qualifications:

- Expertise in strategic planning, needs assessment, and project management
- Team-player with excellent people skills
- Strong problem-solving, research, analytical, presentation and writing skills
- Training in MBA and public policy

## EXPERIENCE

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**Singapore Symphony Orchestra** (*national symphony orchestra of Singapore*) **Singapore**  
**Consultant (external)** **05/01 - 08/01**

- Reported to the Board of Directors and worked directly with the Finance Committee Chair
- Developed a five-year strategic plan to position the Orchestra as an internationally-recognized ensemble
- Built a multi-million dollar budget with five-year financial projections
- Managed project structure, work plan and timeline
- Worked in collaboration with McKinsey & Company

**Donors Forum of Chicago** (*membership organization of foundations and nonprofits in Illinois*) **Chicago, Illinois**  
**Research Database Coordinator** **07/99 - 05/01**

- Analyzed endowment performance and financial activity to determine grant allocation trends within Illinois' \$20 billion philanthropic sector
- Created and conducted professional development programs for staff of member organizations
- Supervised teams to formulate and implement knowledge management policies for the organization
- Directed database conversion and successfully implemented solutions to streamline database processes resulting in a 50% reduction in the workflow
- Developed survey questionnaires to collect field data on non-profit and philanthropic organizations
- Managed production of member directory and directory of Illinois foundations

**Cinergy Foundation, Cinergy Corporation** (*corporate foundation of an energy utility company*) **Cincinnati, Ohio**  
**Foundation Intern** **10/98 - 06/99**

- Processed grant applications and monitored grant disbursements
- Conducted site visits of non-profit organizations with environment and youth development programs
- Administered matching grants for the company's employee community volunteer program

**Metropolitan Chicago Information Center** (*non-profit research and consulting organization*) **Chicago, Illinois**  
**Intern** **06/98 - 09/98**

- Formulated marketing strategies and managed project to retain and solicit new members
- Prepared proposals for government contracts

## EDUCATION

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**University of Chicago, Harris Graduate School of Public Policy** **Chicago, Illinois**  
**Master of Arts in Public Policy, 2002**

- Awarded Packard Foundation Fellowship
- Research Assistant, The Cultural Policy Center, University of Chicago

**University of Cincinnati, College of Business Administration** **Cincinnati, Ohio**  
**MBA/Master of Arts in Arts Administration, 1999**

- Research paper on the role of competition and alliances in the telecommunications industry
- Coursework in Financial Analysis, Managerial Accounting, Marketing, and Competitive Analysis
- Graduate Assistant, Music Education Division Computer Lab

**Oberlin College, Conservatory of Music** **Oberlin, Ohio**  
**Bachelor of Music in Piano Performance, 1997**

- Elected to the National Music Honor Society, Pi Kappa Lambda
- Received Recognition Award for student leadership

## OTHER

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- Internships with *Chicago Symphony Orchestra*: fundraising research; *Baltimore Symphony Orchestra*: marketing, public relations; *Boulder Music Festival*: public relations, box office management, merchandising
- Professional pianist and amateur oboist with extensive performing experience in United States, Australia, Japan, Hong Kong, and Singapore
- Fluent in written and spoken Chinese (Mandarin and Cantonese)
- Computer skills: Able to learn new software quickly; Expertise in relational database design and management; Proficient with Microsoft Office Suite including Excel, Access, and PowerPoint; Data mining experience
- Additional software expertise in iMIS, GIFTS, Advance C/S, Riverside and SPSS