

Siu Yuin Pang

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Summary of Qualifications:

- Broad understanding of nonprofit and philanthropic sector
- 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

- 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 nonprofit 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 nonprofit organizations with environment and youth development programs
 - Administered matching grants for the company's employee community volunteer program
- University of Cincinnati** **Cincinnati, Ohio**
Graduate Assistant **09/97 - 06/99**
- Provided technical support, maintained computer lab, designed webpage for the Music Education Division
 - Developed curriculum and taught class to strengthen research skills of undergraduate students
- Metropolitan Chicago Information Center** (*nonprofit 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
- Chicago Symphony Orchestra** (*major symphony orchestra in Chicago*) **Chicago, Illinois**
Development Research Intern **06/98 - 09/98**
- Conducted research to formulate donor cultivation strategy
 - Created and coordinated annual trustee survey to collect information for trustee handbook production
 - Produced staff manual for donor management database software conversion
- Baltimore Symphony Orchestra** (*major symphony orchestra in Baltimore*) **Baltimore, Maryland**
Public Relations and General Manager's Office Intern **06/96 - 09/96**
- Wrote press releases and publicity materials for concerts, season brochure, and radio broadcast promotional CD
 - Attended to media requests for information on the Orchestra's concert programs
 - Prepared orchestra rehearsal schedules and archived the Orchestra's live recordings
- Boulder Music Festival** (*summer music festival with orchestra and chamber music concerts*) **Boulder, Colorado**
Marketing and Public Relations Staff **06/95 - 09/95**
- Wrote press releases, radio spots, and publicity materials for summer concerts
 - Analyzed sales reports and devised marketing strategies
 - Managed box office and sale of festival merchandise

EDUCATION

- University of Chicago, Harris Graduate School of Public Policy** **Chicago, Illinois**
Master of Arts in Public Policy, 2002
- Awarded Packard Foundation Cultural Policy Fellowship
 - Research Assistant, The Cultural Policy Center, University of Chicago
- University of Cincinnati, College of Business Administration** **Cincinnati, Ohio**
M.B.A./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
 - Assistant Manager, Oberlin Orchestra, and Oberlin Contemporary Music Ensemble

PUBLICATIONS

Principal Researcher for *Directory of Illinois Foundations, 6th edition*
A comprehensive directory of grantmaking foundations and corporate giving programs in Illinois.
Published by Donors Forum of Chicago, August 2000

Giving in Illinois: an update
Published by Donors Forum of Chicago, October 2000

Giving in Illinois 2001
A report examining the scale and scope of philanthropy as well as the giving patterns of foundations in the state of Illinois.
Published by Donors Forum of Chicago, June 2001

OTHER

- 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)
- Web design using HTML and Dreamweaver
- 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