
Education & Licensure

*University of Colorado - Denver, Colorado***Master of Arts (MA) – History****Anticipated Spring 2020**

Major: US History

*University of Denver – Denver, Colorado***November 2014****Master of Arts (MA) - Higher Education**

College Student Development Concentration

*Colorado State University – Fort Collins, Colorado***December 2009****Bachelor of Arts (BA)– History; Secondary Education Licensure Social Studies***State of Colorado, Department of Education – Denver, Colorado***December 2009 - January 2016****Initial Teaching License – Secondary Social Studies**

Awards

Morris Price Jr Alumnx Award – Finalist**2016**GLBT Resource Center, *Colorado State University***Staff Appreciation Award****2014****Graduate School of Social Work, *University of Denver****“For his work in recruiting students, being the “face” of GSSW, his work on social media on the School’s behalf and his willingness to take on extra duties.” Dean James Herbert Williams, 2014***Safe Haven Award****2014**Center for Multicultural Excellence, LGBTIQ Office, *University of Denver***Staff award** – recognizing their willingness to serve as a nurturing point of connection for LGBTIQ&A communities.

Nominated by Dr. Thomas Walker, Trish Reid, and Tri Nguyen, CME LGBTIQ&A Staff

Bronze Pin Award for Leadership (Highest Leadership Award)**2005**Residence Hall Association, *University of Northern Colorado*

Honors

Member - Phi Alpha Theta (History Honor Society)**2016 – Present**College of Letters, Arts, & Sciences, *University of Colorado Denver***Member** – Bloomsbury Honor Society**2013 – Present****Member** – Mortar Board Honor Society (Senior Honor Society)**2009 – Present**College of Liberal Arts, *Colorado State University***Member**- Phi Alpha Theta (History Honor Society)**2009 – Present**Department of History, *Colorado State University***Student Achievement Recognition****2009**Asian/Pacific American Student Services, *Colorado State University*

University Professional Experience

Student Success Advisor, MSW @Denver**2017 – Present**

2U Grad | A Division of, 2U, Inc.,

Denver, Colorado

- Provide student support to the MSW (Master of Social Work) online program in partnership with the University of Denver Graduate School of Social Work to a caseload of approximately 190-200 students
- Part of the inaugural launching team for the MSW@Denver program for 2U and DU.
- Provide bi-weekly and monthly check-ins to MSW students. Provide coaching to new and continuing students as needed.
- Run orientations and onboarding for all new MSW students through Welcome Calls, Orientation, and Tech Training
- Assist with registration, and technological issues for students.

Academic Advisor**2015 – 2017**

Academic Advising

Colorado Springs, Colorado

College of Letters, Arts and Sciences & School of Public Affairs

University of Colorado Colorado Springs

- Providing academic advising to undergraduate students by analyzing student's career and academic goals, degree progress, deficiencies, test results, and by recommendation appropriate course of action or referrals.
- Work with students in the majors of: Psychology, Sociology, Anthropology, Communications, Women's & Ethnic Studies, Criminal Justice, and Undecided.
- Support college with probation/suspension, honors, graduation processing and student related issues.
- Evaluate transfer credit from other colleges for application toward undergraduate degree programs by determining how the transfer courses equate to the university requirements
- Provide essential advising information to new students at orientations
- Assist students getting registered for classes before they leave orientation
- Collaborate with academic advisors from all colleges and programs across campus to aid in student retention

University Professional Experience (Continued)

Admission Counselor**2011- 2015**

Office of Admission & Financial Aid

Denver, Colorado

Graduate School of Social Work

University of Denver

- Slate Implementation team in collaboration with other graduate units and the Office of Graduate Studies
- Served as the schools primary recruiter for all MSW programs & PhD in Social Work program.
- Met with prospective students about programs (MSW & PhD), arrange campus visits for students.
- Assisted the Four Corners (Durango) and Western Colorado (Glenwood Springs) programs with Administrative support including application support, data entry, and meet with prospective students.
- Processed transcripts and supplemental documentation for student applications and properly image & upload into the Banner system.
- Processed all incoming mail for Admission office including mail, application fees (checks & money order), process deposits for enrolled students.
- Assisted with the processing of applications.
- Coordinated mailings of admission, recruiting and financial aid materials to prospective students and current applicants.
- Coordinated visit programs for prospective, admitted and deposited students which include information sessions, orientations and visit day.
- Traveled to recruitment events on behalf of Graduate School.
- Served as floor Emergency Coordinator, assisting staff & faculty with Emergency procedure and training,
- Assisted with purchasing & payment for Admission & Financial Aid office through University Payment Card (P-Card).
- Served on Banner Admission & DUCARO committees with other Graduate units on campus.
- Data entry of all student inquiries & updating student records as needed using Banner.
- Served as Social Media contact & update various Social Media sites (Facebook, Twitter, Blog).
- Use of Google Docs/Drive and Qualtrics for RSVP sign up of student events
- Assisted Assistant Director of Enrollment Management with Financial Aid communication & implementation.
- Assisted Director of Enrollment Management with report creation, and database maintenance.
- Supervised & Train Work Study students on various office processes in both Admissions & Front Desk.
- Technological knowledge & use of: Microsoft Office (Word, Excel, Access & Outlook), Banner, Xtender.

University Student Employment Experience

Office Assistant**2006-2009**

Braiden Hall & Corbett Hall

Fort Collins, Colorado

Office of Residence Life

Department of Housing and Dining Services, Division of Student Affairs

Colorado State University

- Student Supervisor for Front Desk Clerk student staff & Resident Assistant Desk Staff in largest residence hall and residence hall with the International Community.
- Worked with Office Manager in Student Staff and Resident Assistant Training and Development.
- On-Call duty rotation with 11 other Office Assistants, providing overnight Desk emergency coverage.
- Trained in emergency procedures and building evacuations to all Desk Clerks & Resident Assistants.
- Served on hiring committee for Office Manager I position (State Classified position).
- Initial conduct meetings with Desk Staff over any policy violations.

University Student Employment Experience (Continued)

Transfer Peer Mentor**2007 – 2008**

Office of Orientation and Transition Programs

Fort Collins, Colorado

Center for Advising and Student Achievement

Division of Student Affairs/Division of Academic Affairs

Colorado State University

- Mentor 11 new transfer students to the University and provide information and resources to help with transition to Colorado State University.
- Developed and implemented programs and events to help new transfer students become better connected to campus and to other students.
- Worked collaborately with five professional staff and one Student Coordinator in outreach to Transfer Students through e-mail, phone, and personal contact to all transfer students at Colorado State University.
- Worked collaborately with three other Transfer Peer Mentors in reaching out to Transfer Students and providing resources and help with Transition concerns and problems.
- Drafted and implemented Spring 2008 Transfer Check-in campaign with Coordinator for Transfer Programs.
- Focus Group participant on Transfer student programs, and University initiatives for new Transfers

Front Desk Clerk**2005 – 2009**

Office of Residence Life, Department of Housing & Dining Services

Fort Collins, Colorado

Division of Student Affairs

Colorado State University

- Worked in every Residence Hall Front Desk and train on different approaches to working the same job.
- Customer Service to freshmen and upper classroom residents in a variety of residence halls throughout the campus.
- Assisted Office Manager with mailroom duties including mail distribution and package logging.
- Assisted with Fall check-in and Spring check-out of residents, checking keys, filing room inventories

Career Peer Advisor**2004 – 2005**

Career Services Office

Greeley, Colorado

Division of Academic Affairs

University of Northern Colorado

- Data entry (spreadsheets and netWORK) inputting jobs & career fair statistics on a weekly/monthly basis.
- Provided a customer-oriented and student-centered service at Career Services Front Desk and Career Resource Center information desk.
- Assist edwith Testing Services in Proctoring of standardized tests (SAT, ACT, GRE) ensuring accurate start times, no disturbances, and fair testing environment for all.

Publications

- Ota-Wang, N. (2016) University of Denver Q & A: A Model of Safe Zone Training for Multicultural Excellence Offices *NASPA Knowledge Community Gay, Lesbian, and Transgender Research Summary and Compilation White Paper*, Spring 2016.
- Ota-Wang, N., Gazdick, R., & Smith, W. (2015) *Staff member's volunteer efforts making an impact*. University of Denver Graduate School of Social Work Magazine, Spring 2015 issue.
- Ota-Wang, N. (2014) Blog Series: GSSW Deans and Directors Series, *University of Denver Graduate School of Social Work Blog* <https://gsswdenver.wordpress.com/category/gssw-deans-and-directors-series/>

Conference Poster Sessions, Presentations

- Ota-Wang, N., Smaal, Y., Earls, A., Ponzio, A. (2019). Panel: Phase, Folly, or Felony? Sex between Men and Youths in Australia, Japan, Ireland, and Italy. Chair: Susan Cahn, *Queer History Conference*, San Francisco, CA, June 2019
- Ota-Wang, N. (2017) Gender & Sexuality unknown history, *History Camp 2017*, 7 October 2017
- Ota-Wang, N. & Blizzard, S. (2016) Graduate School Game Day, *LEAD Conference*, Colorado State University, 8 April 2017
- Ota-Wang, N. (2015) Google Platform, *Work for Success*, Colorado I Have a Dream Foundation Metropolitan State University of Denver, 9 May 2015
- Mixon-Mitchell, D., Ota-Wang, N., Thompson, M. (2015). *If these walls could talk* film screening and discussion. Co-Facilitation *Flick & Feedback Center* for the Multicultural Excellence, University of Denver, 21 April 2015
- Ota-Wang, N. (2015). LGBTIQ&A Centers & Offices on college & university campuses. *University of Denver Graduate Research and Performance Summit* Denver, Colorado, 30 January 2015
- Ota-Wang, N. (2015). Student Poster Session: A University LGBTIQ Q&A Program to Improve the Campus Climate *American Psychological Associations: The National Multicultural Conference and Summit* Atlanta, Georgia, 15 January 2015
- Ota-Wang, N. & Rogers, B. (2005) Time Management, *IACURCH Conference*, University of Northern Colorado, Greeley, Colorado

Higher Education Memberships, Institutes

- **Graduate Student Associate** – Omohundro Institute, College of William & Mary **2018 - Present**
- Member: American Historical Association (AHA) **2016 - Present**
- Member: Organization of American Historians (OAH) **2016 – Present**
- Member: National Academic Advising Association (NACADA) **2015 – Present**
- Member: American Educational Research Association (AERA) **2014 – 2016**
- Member: LGBT Resource Officers Consortium **2013 – Present**
- Member: International Association of Student Affairs and Services (IASAS) **2013 – 2017**
- Summer Leadership Institute, *Texas A&M University & NASPA* **July 2007**
- Member: Student Affairs Administrators in Higher Education (NASPA) **2006 – 2015**

Community Volunteering and Service

- **Archivist** - Manitou Historical Center & Museum **2016 – 2017**
- **Planning Committee** – Taste of Greenwood Village, YPC Representative on behalf of CIHADF **2014 – 2015**
- **GALA Planning Committee** – Colorado I Have a Dream Foundation (CIHADF) **2014 – 2015**
- **Young Professionals Council (YPC)** – Co- Chair **2014 – 2015**
Colorado I Have a Dream Foundation (CIHADF)
- **Volunteer & YPC Council Member** – *Colorado I Have a Dream Foundation (CIHADF)* **2014 – Present**
- **Volunteer** – Visitor Services, Executive Directors Office, Technology Services **2011 – 2017**
Denver Firefighters Museum

University & Higher Education Committees

- President’s Diversity Awards Committee, UCCS representative, CU System **2016 – 2017**
- Professional Development Committee, Division of Student Success, **2016 – 2017**
University of Colorado, Colorado Springs
- Pride Committee, *University of Colorado Colorado Springs* **2016 – 2017**
- Pride Committee, *University of Colorado System* **2016 – 2017**
- Operations Committee, Academic Advising, *University of Colorado Colorado Springs* **2016 – 2017**
- Board Member – Center for the Advancement of Social Equity & Inclusion **2016 – 2017**
Matrix Center, *University of Colorado Colorado Springs*
- COLEADS (Colorado Leadership for Equity, Advocacy, and Discovering Social Justice)
Planning Committee & Assessment Chair, *University of Denver* **2015**
- Program Proposal Reviewer - Higher Education Diversity Summit, Denver, Colorado **2015**
- Co-Chair – LGBTQA Services Advisory Group, *University of Denver* **2015**
- Slate Implementation Graduate Team, *University of Denver* **2014 – 2015**
- Education and Program Development Committee, **2014 - 2015**
LGBT Resource Officers Consortium
- Graduate Fair Planning Committee, *University of Denver* **2011 – 2015**
- Admissions Work Group, University of Denver **2011 – 2015**
- DUCARO Committee, *University of Denver* **2011 – 2015**
(DU Committee of Admission and Recruitment Officers)
- Staff Advisory Council, *University of Denver* **2012 – 2014**
- Student Fee Advisory Board, *Colorado State University* **2008 - 2009**
- Technology Fee Advisory Board, *Colorado State University* **2008 – 2009**
- RAM Welcome Planning Committee, *Colorado State University* **2006 – 2009**
- NUFPP Program Committee, *Colorado State University* **2006 – 2009**
- IACURH Conference Planning Committee, *University of Northern Colorado* **2005**

Internships, Fellowships and Professional Associations

Region IV-West Asian Pacific Islander Knowledge Community Liaison**2014-2016**

NASPA (Student Affairs Administrators in Higher Education)

Denver, Colorado

*University of Denver***Graduate Intern – Educational Programs & LGBTIQA Services****2013**

Center for Multicultural Excellence

Denver, Colorado

University of Denver

- Assist edthe Director of Educational Programs & LGBTIQA Services with student leadership and program initiatives within the Center for Multicultural Excellence.
- Assist edwith the planning, logistics, and implementation of the FORWARD (former TOTS) annual leadership retreat.
- Updated the Queer & Ally (Q&A) program offered through the LGBTIQA Services office including updating program materials/handouts, as well the overall training program.
- Helped coordinate & track FORWARD facilitators are meeting their requirements throughout the school year.

Graduate Associate – Graduate Associate Program (GAP)**2012 – 2013**

NASPA (Student Affairs Administrators in Higher Education)

Denver, Colorado

Department of Higher Education, Morgridge College of Education

University of Denver

- Servd as a primary contact for students seeking information on how to get involved with NASPA
- Provided NASPA with feedback on what programs and services students need from NASPA through monthly conference calls with Graduate Associates from other campuses and the NASPA office.
- Actively outreached to student and professionals who are not members of NASPA.
- Promoted NASPA upcoming events and publicize NASPA announcements to the campus community, including programming for Careers In Student Affairs Month and hosting a Student Affairs social.

National Undergraduate Fellowship Intern (NUFP Intern)**Summer 2008**

Office of New Student Programs

College Station, Texas

Office of the Vice President for Student Affairs

Division of Student Affairs

Texas A&M University

- Worked with NODA (National Orientation Directors Association) Intern, and New Student Programs office staff on Aggieland welcoming of students to Texas A&M University.
- Researched and contact various Universities on Orientation schedules, and Resource Handbooks.
- Made recommendation of ideas on how to update the schedule and materials for the New Student Programs Office schedule and New Student Handbook.
- Assisted with program preparation for the Women’s Resource Office programs.
- Meetings with various University Directors, Vice Presidents, and Student Life Coordinators on their background and professional journey into the field of Student Affairs and Higher Education.

Internships, Fellowships and Professional Associations (continued)

National Undergraduate Fellow (NUFP)**2006 – 2009**

National Undergraduate Fellowship Program – NASPA

Fort Collins, Colorado

Office of the Vice President for Student Affairs

Colorado State University

- Bi-Monthly meetings with mentor to discuss progress and current trends in Student Affairs in Higher Education concerns.
- Mentored by the Dean of Students & by the Assistant Vice President for Student Affairs.
- Attend 2007 Joint Meeting of NASPA/ACPA, attending information sessions on current Student Affairs programs and initiatives
- Attended Student Affairs in Higher Education Graduate Program class with Program Chair and Assistant Vice President for Student Affairs.
- Attended NASPA National Conference in Boston, Massachusetts (March 2008).
- Participated in CSU NUFP Program development and recruitment/implementation.
- Opportunity to attend the Summer Leadership Institute at Texas A&M University (Summer 2007)
- Opportunity to Intern in the Division of Student Affairs at Texas A&M University (Summer 2008)
- Continual development of networking skills with professionals at CSU and across the nation.
- Development of goals in personal, professional, academic, and career

University Leadership & Advising

Co-Founder– Queer & Straight Student Alliance (QSSA)**2014- Present**

Morgridge College of Education

Denver, Colorado

University of Denver

- Organized, proposed, and implemented QSSA into the Morgridge College of Education through support of two fellow co-founders and the College of Education Student Association as a student organization.
- Drafted initial constitution for organization
- Assisted with marketing including Portfolio website development, Social Media account creation, and creation of email account.
- Assisted leadership team with finding a faculty/staff advisor.

Board Member**2014- 2015**

Festival of Nations

Denver, Colorado

University of Denver

- Assisted with marketing of event
- Social Media contact, poster, and advocate for the festival to the Denver & University Of Denver community.

Staff Advisor – Queer Equality Alliance (QEA)**2014 - 2015**

Graduate School of Social Work

Denver, Colorado

University of Denver

- Provided support and resources when needed & requested.
- Worked with Graduate Student Association (GSA) student leaders in programming & development of new and recurring programs within the school.

University Leadership & Advising (continued)

Vice President**2013- 2014**

COESA (College of Education Student Association)

Denver, Colorado

Morgridge College of Education

University of Denver

- Oversee COESA officers (Treasurer, Historian, and Secretary)
- Assisted with approving funding requests as submitted by current graduate students
- Served as representative for the college when President is not available
- Assisted with planning community building programs within the college (Donuts with the Dean, COESA annual welcome)
- Coordinated the implementation of new student organizations within the college.
- Representative to the Higher Education Student Association (HESA)

Senator – Residence Hall Association**2005-2006**

Corbett Hall, Housing and Dining Services

Fort Collins, Colorado

Colorado State University

- One of four senators representing the residence hall to the larger Residence Hall Association community.
- Lead senator to the larger RHA. Assisted with planning to the IACURH Regional Conference at the University of Northern Colorado in 2005.
- Liaison from Residence Hall Association to the Associated Students of Colorado State University (ASCSU)

Vice President**2004-2005**

Braiden Hall Student Council, Residence Life

Greeley, Colorado

University of Northern Colorado

- Assisted with planning to the IACURH Regional Conference at the University of Northern Colorado in 2005.
- Oversaw programming, budget, and floor programming requests for the Residence Hall.
- Representative to the Residence Hall Association (RHA)

Historian**Fall 2004**

Turner Hall Student Council, Residence Life

Greeley, Colorado

University of Northern Colorado

- Kept historical records up to date for the student council and maintained membership email list.
- Worked with the Vice President & President to promote and plan building wide programs.
- Served as representative to the University of Northern Colorado Residence Hall Association (RHA)

Professional Training and Development

Leadership Academy, University of Colorado Colorado Springs

May 2016

Teaching Experience

Substitute Teacher

January 2010 – December 2011

Jefferson County Public Schools

Golden, Colorado

Substitute taught in classrooms in all levels of the district.

Student Teacher – Standley Lake High School

Fall 2009

Social Studies/History Department

Westminster, Colorado

Jefferson County Public Schools

Courses taught: 10th Grade US History & 11th Grade World History.

Taught one section of each course, handled all classroom duties.

200 students total.

Undergraduate Teaching Assistant

Summer 2006 – Spring 2007

Courses: HIST 100, HIST 376, and HIST 377

Fort Collins, Colorado

Department of History

Colorado State University

Supervising Professor: Tracy L. Brady, PhD – Instructor

Course HIST 100 – US Beginnings to 1865

First year course

100 students

Course HIST 376 – US History 1865 – 1900

Upper division US History

30 students

Course HIST 377 – US History 1776 – 1861

Upper division US History

30 students

Non-Profit Experience

Visitor Services Coordinator**2010 - 2011**

Visitor Services Department

Denver, Colorado

Denver Firefighters Museum

- Daily operations of Museum including opening of building, opening cash register and verifying all cash banks are accurate
- Answered phone lines providing excellent customer service to guests in answering general questions, assisting with Rental information, assist with scheduling a tour, school tour, or birthday party.
- Processed admission sales & gift store sales
- Maintained and updated main line voicemail ensuring accurate information is presented to callers.
- Read, reply, and follow-up on all emails sent to the Museums general e-mail & personal e-mail.
- Created, maintained, and delete all emails for the Museum staff including assisting with Microsoft Outlook and Google Mail problems and password recovery.
- Balanced cash register daily & maintain daily sheets. Run reports once a week and once a month on all sales & admissions for the accounting department.
- Trained & supervised all front desk personnel, including AARP staff, weekend staff, volunteers, and other museum staff on Front Desk operations & procedures.
- Handled all reservations for Tours, Birthday parties, Special Events and ensure proper payment is made in a timely manner.
- Maintained membership database and serve as main point of contact for all members in renewals, inquiries, and the processing of new memberships.
- Served as webmaster & main contact for online store including: processing orders, shipping orders, updating Museum store website with latest product information, and out-of-stock items.
- Served as Executive Assistant to Executive Director & Chief Curator
- Chaired hiring searches for: Weekend Visitor Services Coordinator, Assistant Visitor Services Coordinator/Volunteer Coordinator, and Visitor Services Coordinator positions.
- Supported hiring search for Education Coordinator position.

Membership Services Coordinator**2009-2010**

Visitor Services/Admission Department

Denver, Colorado

Denver Museum of Nature & Science

- Assisted with the supervision of Visitor Experience Specialists including assisting with daily draw balancing and processing.
- Assisted with daily cash deposits ensuring 100% accuracy.
- Usher IMAX and Planetarium shows ensuring each show begins at the scheduled time.
- Served as will call desk representative helping guests and members with kiosk and ticket issuing issues.
- Served as phone representative at the Member Services Desk answering questions and being available to assist staff and/or volunteers.
- Sale of memberships for both new and renewing members.
- Assisted members with reservations to member only events and ticketing for advance programs, lectures, or special exhibits.
- Assisted with school group check-ins at the School Group entrance

Non-Profit Experience (Continued)

Admissions Cashier**2007-2010**

Guest Services/Admission Department

Denver, Colorado

Denver Zoological Gardens (Denver Zoo)

- Handled all incoming transactions for general Zoo admissions processing cash, credit card, and check payments from general public and school groups.
- Balancing draw daily and handling all customer related refunds and initial complaints.
- Served as Member Services check-in staff ensuring all members are checked in & member information is accurate.
- Courtesy Shuttle Driver providing random acts of kindness rides to Zoo guests and a taxi ride between various Zoo locations.
- Training of Golf Cart driving safety and proper radio communication.
- Assisted with training of new staff on Zoo policy & procedures for sales, member services check-in, shuttle driving & draw balancing.