

Sarah Ching-Ting Wan, MSW

Education

San Francisco State University
San Francisco, Calif.
Master of Social Work, May 2002

University of California, Berkeley
Berkeley, Calif.
Bachelor of Arts, Psychology, May 1996

Kyushu University
Fukuoka, Japan
Japan in Today's World Program, 1995-1996
Monbusho Scholar (Japan Ministry of Education), Full Scholars

Experience

CYC (Community Youth Center of San Francisco)
San Francisco, Calif.

Executive Director

5/2003-Present

- Developing overall agency plans and objectives in collaboration with a staff of 50, and an 8-member Board of Directors
- Establishing appropriate organizational structure and policies to support program and agency staff
- Implementing and developing programs aligned with the agency's mission which fall under five components: youth leadership development, prevention, intervention, employment, and education
- Providing leadership and direction to and participate in fund development, public relations, and marketing activities
- Actively participating in various multi-agency collaboratives. such as the Mayor's Youth Employment and Education Program advisory board and the Asian Youth Advocacy Network
- Supervising MSW interns under the EPSDT case management program.

Director of Programs and Operations

7/99-4/2003

- Oversaw daily operation of agency services and coordination of agency service components
- Coordinated with service providers, funding sources, and the community
- Participated in planning and implementing agency-wide programs and special events
- Directed the recruitment, supervision and development of direct service staff
- Managed program budget and funding sources

Project Coordinator

10/98-3/2003

- Recruited parents for parent education and support groups
- Planned and facilitated parent and youth groups; coordinated field trips and community events
- Provided case management and individual and family counseling to youth and parents.
- Provided crisis intervention services in school and home settings
- Assisted with development and implementation of agency-wide projects
- Maintained cooperative relationships with school personnel, probation officers, and other service providers/agencies
- Represented the agency and promoted the well-being of youth people and parent involvement in the mass media

Senior Youth and Family Counselor *5/97-9/98*

- Provided individual and family counseling to parents of teenagers
- Recruited and facilitated neighborhood-based parent education and support groups
- Recorded and evaluated all case and group progress
- Liaison with various neighborhood-based community centers
- Staffed the API Parental Stress Hotline and provided support, resources, and referral services via the phone

Fukuoka International Center

Fukuoka, Japan

Private Language Tutor *10/95-5/96*

- Taught both English and Cantonese to Japanese students
- Prepared and planned weekly teaching materials
- Created pleasant and interesting atmosphere in the classroom
- Evaluated students' progress

Department of Sociology

University of California, Berkeley

Berkeley, Calif.

Research Assistant *1/95-10/95*

- Worked as a team to assist professor in progress of research
- Conducted literature reviews and collected data by doing presentations in classes and school clubs
- Arranged survey sections and coded all data
- Entered data into SPSS for analysis

Project

Independent Study: A Cross Cultural Study on Stress *Spring 1996*

- Conducted Japanese and English literature reviews
- Collected Samples in Japan and the United States
- Conducted surveys and analyzed data
- Compiled a 28-page report and presented the research before the faculty of Kyushu University

Other Activities

Asian and Pacific Islander Council Steering Committee Member, *9/2013-Present*
San Francisco Juvenile Justice Commission, Commissioner *10/2013-9/2015*
San Francisco Environment Commission, Commissioner *10/2015-Present*

Special Skills

Fluent in English, Cantonese, Mandarin, and moderate in Japanese
 Excellent communication and organizational skills

Awards

APA Heritage Month Commendations' Honoree by San Francisco Board of Supervisor *2012*
API Heritage Month Honoree by San Francisco District Attorney's Office *2013*