

Abby Hsiao

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EDUCATION

NORTHWESTERN UNIVERSITY, Evanston, IL | *Bachelor of Arts, double major in Earth and Planetary Sciences & Environmental Sciences, expected June 2023*

- **GPA:** 3.97/4.00
- **Clubs and Organizations:** Executive Managing Director for Northwestern Undergraduate Research Journal; Phi Beta Kappa Junior Class of 2023
- **Honors and Awards:** 8-Quarter Dean's List; Summer Undergraduate Research Grant for Summer 2022

EXPERIENCE

OSBURN GEOBIOLOGY LAB, Evanston, IL | *Research Assistant, October 2021-present*

- Working in Dr. Magdalena Osburn's microbial ecology laboratory on an independent project investigating microbial ammonia oxidation in the Mammoth Cave system, and assisting with graduate student mentor's project studying the overall microbial ecology of the cave
- Learning techniques and best practices in microbiology and molecular biology, including sterile procedure, microscopy, microbial culturing, DNA extraction & PCR, metabolic assays, statistical analysis in R
- Presenting posters at Midwest Geobiology Symposium 2022, American Geophysical Union Fall Meeting 2022
- Communicating with fellow lab group members and principal investigator, including faculty, graduate students, and other undergraduate research assistants, on lab tasks and pertinent information

NORTHWESTERN UNDERGRADUATE RESEARCH JOURNAL, Evanston, IL

Graphic Designer, September 2019-June 2022

- Worked with editorial/online teams to edit online editions, requiring rapid communication and reliability as well as WordPress and copyediting experience; created high-quality web graphics relevant to research topics
- Designed 2021 Journal cover and templates for thesis and table of contents; transferred thesis text from documents to InDesign, including data entry for tables and graphs; peer edited teammates' designs

Co-Managing Editor of Design, June 2021-June 2022

- Recruited, interviewed, selected staff; trained them in Adobe Creative Cloud tools (InDesign, Illustrator)
- Communicating regularly with Editors in Chief and editorial and web development teams to produce two print editions and quarterly online editions; creating production schedule and maintaining team progress

Executive Managing Director, June 2022-present

- Facilitating communication between seven teams within the organization; responsible for managing internal calendar, ensuring that teams adhere to internal and external deadlines, maintaining NURJ roster, and distributing physical copies of annual journals to university and department leadership
- Making long-term improvements to the structure and function of the Journal organization to ensure its longevity and continuing efficiency

NORTHWESTERN RESIDENTIAL SERVICES, Evanston, IL

Conference Assistant, June-September 2021; Resident Assistant, September 2022-present

- Planning and implementing events to foster community and create a welcoming environment among residents as well as with area leadership
- Responding to residents and inspecting buildings to ensure safety and security during on-call duty rotations
- Responding to emergency and non-emergency situations and reporting incidents to area leadership
- Communicating regularly with fellow staff, as well as resident directors and police during situations requiring additional assistance; attending weekly staff meetings and one-on-one meetings with supervisor

ADDITIONAL SKILLS

- Proficiency in Microsoft Office and Google Workspace apps, including word processing and spreadsheets
- Experienced with Photoshop, InDesign, WordPress; basic knowledge of HTML/CSS & Python, R
- Experienced with communication platforms including Slack, GroupMe, Facebook Messenger, Discord, Zoom, and email; familiar with Instagram and Twitter for personal use