WENDY J. LUM, MSW

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EDUCATION

**MEd** Candidate, Master of Education Expected May 2022  
University of Hawai`i at Mānoa Honolulu, HI

Specialization: Educational Foundations

**MSW** Master of Social Work May 2008  
George Mason University Fairfax, VA  
Specialization: Social Change

**BA** Bachelor of Arts (BA) May 2001  
University of Mary Washington Fredericksburg, VA  
Major: Spanish

POST-MASTER OF SOCIAL WORK EXPERIENCE

**Myron B. Thompson School of Social Work (MBTSSW),** **May 2018- Present**  
**University of Hawai'i at Mānoa**  
Facilitate Field Education placements for Generalist and Specialist social work students in  
the BSW and MSW Campus and Distance Education programs. Duties include interviewing  
and placing students at agencies, conducting site visits, and maintaining communication  
with students, field instructors, and site supervisors to ensure that students’ learning goals are  
met. Collaborate with faculty on field education activities such as evaluating field sites,  
monitoring student progress, organizing field instructor training and orientation meetings,  
developing field education curriculum, and conducting Field Integration Seminar courses.

**Hawaii P-20, Partnerships for Education, September 2015 to April 2018  
University of Hawai'i System Honolulu, HI  
GEAR UP Program Coordinator**Led the College Application and Exploration Season (CAES) initiative which included  
coordinating, sustaining and strengthening partnerships with over 25 HIDOE high schools  
and 10 UH campuses to promote a college-going culture statewide. Provided  
collaborative leadership to CAES steering committee by facilitating in-person meetings and  
conference calls regarding initiatives that impact high school students navigating the  
college application process. Collaborated with GEAR UP project manager to approve  
sub-awards that support college readiness events at the school levels. Prior to  
becoming CAES lead, provided comprehensive support to a wide range of projects that  
aim to increase the number of low-income middle and high school students who are  
prepared to enter and succeed in postsecondary education. Programmatic support included event coordination and gathering project documentation for GEAR UP reporting and evaluation.

**Hawaii Department of Education (HIDOE), May 2015 to July 2015  
Office of the Superintendent Honolulu, HI  
Casual Hire**Supported the Chief of Staff to the Superintendent in organizing the 2015 Educational  
Leadership Institute (ELI) conference. Coordinated logistics and worked closely with database  
managers to ensure that over 1,000 Educational Officers were properly registered and informed  
about the conference. Other duties included securing and managing vendor contracts and  
drafting communication materials for the ELI conference. Collaborated closely with the Chief  
of Staff to secure a grant from the Harold K.L. Castle Foundation to implement a professional  
development workshop focused on place-based education for HIDOE Educational Officers.

**Kids in Need of Defense (KIND) November 2011 – March 2015  
Project Director Washington, D.C.**Responsible for overseeing the operations of the Guatemalan Child Return and Reintegration  
Project (GCRRP), serving more than 100 immigrant children repatriated from the U.S. to  
Guatemala. Conducted extensive outreach and advocacy throughout Central America.  
Prepared presentations and presented at conferences with high ranking government officials  
and civil society organizations on topics related to child migration, human rights, and child  
protection. Managed the project’s $300K grant and helped raise additional funds to sustain the  
project beyond its original grant period.

**Health Leads DC May 2011 – November 2011  
Program Manager Washington, D.C.**Oversaw the day-to-day operations of the Health Leads DC Family Help Desk, an information  
and referral service offered to families at the Children’s National Medical Center’s community  
clinic. Supervised a team of 10 college student volunteers who staffed the help desk and offered  
referrals and follow-up to more than 50 families at a time. Also, trained and mentored the  
college student volunteers on how to conduct client interviews, provide case management  
services, and maintain client resource databases. Performed weekly and monthly data analysis  
and worked closely with other program managers and Health Lead DC’s Executive Director  
to measure the impact of the Family Help Desk’s service delivery.

**The Equal Rights Center August 2008 – May 2011  
Program Manager Washington, D.C.**Managed operations for the Immigrant Rights Program which advocates for the protection of  
immigrants against discrimination in housing, public and government services. Supervised  
program staff, volunteers and interns. Increased the program’s network of community partners  
by 100% through partnership building, coalition work, and community outreach. Conducted  
Know Your Rights presentation in diverse community settings and helped individuals file  
discrimination complaints with the D.C. Office of Human Rights. Secured $20K grant for  
program operations and $5K for own professional development in nonprofit leadership.

PROFESSIONAL WORK EXPERIENCE

**Northern Virginia Family Service August 2006 – August 2007  
Case Manager: *Ways to Work Program* Oakton, VA**  
Conducted client intake interviews and determined their eligibility for the Ways to Work  
Program, a public-private partnership with Virginia Commerce Bank, that provides $4K car  
loans to low-income families. Presented loan applications on a monthly basis to a volunteer  
steering committee who made the decisions on loan approvals. Provided financial literacy and  
guidance to clients throughout their loan application process and accompanied them to their  
loan closing meetings at the bank. Prepared progress reports and tracked program outcomes.

**Northern Virginia Family Service August 2005- August 2006  
Case Manager: *Adult Health Partnership* Oakton, VA**  
Conducted client intake interviews and determined eligibility for the Adult Health Partnership,  
a partnership with private physicians and dentists who offer free or reduced-cost healthcare to  
uninsured adults. Served as a liaison between clients needing prescription assistance and  
pharmaceutical companies that offered prescription assistance to low-income individuals.  
Managed a caseload of 40 clients at a time and conducted extensive outreach to inform the  
community about the program.

**Reston Interfaith, Inc. June 2004-August 2005  
Mental Health Counselor Reston, VA**  
Provided case management and crisis intervention at the Fairfax County Women’s Shelter for  
women and children fleeing domestic violence. Conducted intake interview, provided referrals  
to community based services, and accompanied client to court appointments and other social  
services appointment as needed.

**Ayuda, Inc., August 2001-June 2004  
Immigration Paralegal Washington, D.C.**Provided paralegal support to three immigration attorneys. Duties included collecting and  
organizing case documentation for affirmative and defensive political asylum and Violence  
Against Women Act legal cases. Conducted client intake at weekly Immigration Intake Clinics  
and managed a caseload of 40 active immigration cases, at a time, for family-based immigrant  
visa petitions, work permit renewals, and naturalization applications. Attended monthly  
meetings with U.S. immigration agency and other community-based organizations addressing  
immigration policy changes. Helped recruit, interview, train, and supervise law school and  
undergraduate interns.

SOCIAL WORK FIELD EDUCATION EXPERIENCE

MSW Field Practicum Student, Specialist Year Fa11 2007 & Spring 2008  
DC Coalition Against Domestic Violence (DCCADV) Washington, D.C.

MSW Field Practicum Student, Generalist Year Fall 2006 & Spring 2007  
Fairfax County Girls Probation House Fairfax, VA

UNIVERSITY & COMMUNITY SERVICE

MBTSSW, Department of Social Work, Fall 2019 -Present  
Global Affairs Committee Member

Colectivo Vida Digna Guatemala – U.S. Board of Directors, 2019 – Present  
Board Member, Secretary

LANGUAGES

Bilingual in English and Spanish  
Intermediate Proficiency in French