

# Kaia Mhairi Lane

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## Education

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### University of Washington

Master of Library & Information Science (MLIS)

Cum. GPA: TBD

- **Awards:** MLIS Dean's Scholarship (2025)

Seattle, WA

September 2025 – Present

### University of Washington

Graduate Certificate, Korea Studies

Cum. GPA: TBD

Seattle, WA

September 2025 – Present

### Western Washington University

Bachelor of Arts, Anthropology

Cum. GPA: 3.39

- **Minors:** East Asian Studies, Political Science
- **Activities:** Global Ambassadors (Co-President; 2023-2024), International Buddies Program (2022-2024), Anthropology Undergraduate Teaching Assistant (2024)
- **Awards:** Benjamin A. Gilman International Scholarship (2021), Sarah Ann Wirth Memorial Scholarship (2021)

Bellingham, WA

September 2019 – March 2024

### Yonsei University

Visiting Student

Cum. GPA: 3.03

- **Courses Completed:** Intensive Korean Level I, Intensive Korean Level II, Introduction to Medical Anthropology, Korean Food & Culture, Modern History of Korea
- Awarded ₩350,000 from university to complete a "social innovation project" with local students

Seoul, South Korea

August 2021 – June 2022

### University of California, Berkeley

Visiting Student

Cum. GPA: 3.70

- **Courses Completed:** Intensive Elementary Korean 1A, Intensive Elementary Korean 1B

Berkeley, CA

May 2020 – August 2020

## Work Experience

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### Crew Member

Lucky Claww

- Guide customers through token package options and explain arcade processes
- Manage the full customer transaction process, including token sales, earnings tracking, and point exchanges
- Monitor arcade floor to ensure a safe, welcoming, and engaging environment for all customers
- Support daily opening and closing procedures, including equipment setup, cleanliness checks, and inventory management

Seattle, WA

August 2025 – Present

### Student Financial Services Counselor

Cornish College of the Arts at Seattle University

- Provide comprehensive guidance to students and families on financial aid options, including federal, state, private, and institutional programs, with a focus on students in visual arts programs
- Review financial aid applications and determine eligibility for federal and state aid programs, regularly communicating with students when corrections or clarifications are needed regarding their FAFSA application
- Assist in the operation of the student accounts front desk, fielding questions regarding parking, student balances, payment plans, and meal plans
- Co-manage a variety of daily tasks, such as responding to general inquiries via email and phone, processing withdrawn and international student files, and processing signed forms (i.e. acceptance of federal loans, Washington State aid directives)

Seattle, WA

January 2025 – August 2025

**Global Workplace Initiatives Intern**

Remote

Disability:IN

August 2023 – June 2025

- Manage the continual oversight of the global resume database by regularly conducting audits of 4000+ candidate profiles, uploading new resumes from organization's recruitment events, updating profile metadata, and creating new processes for improving database management operations to ensure a quality resource for partner companies
- Assist on various cross-departmental projects to enhance organization's network for strategic partnerships and global recruitment events such as compiling contact information for NGOs and university disability offices across EMEA, APAC, and LATAM

**In-Store Shopper**

Bellingham, WA

Whole Foods

June 2024 – August 2024

- Managed and fulfilled 10+ customer delivery and pick-up orders daily, reaching a rate of 82 units per hour (UPH) in 30 days

**Education Abroad Peer Advisor & USAC Ambassador**

Bellingham, WA

Western Washington University

September 2022 – March 2024

- Tracked student application status and participation in the office's weekly workshops to improve student retention and office programming
- Delivered targeted individual support to 10+ students weekly via email and advising, with a focus on first-gen, low-income, BIPOC, and other historically underrepresented student populations to improve program equity
- Facilitated 50+ workshops with 2 senior staff members to guide students through application and planning challenges
- Led the planning and coordination of 3 global events as the only student member on the International Education Week Planning Committee, including a passport application fair to improve access to obtaining a passport by bringing passport processing staff to campus and raffling fee waivers to students
- Assisted office's software migration from TerraDotta to Via TRM, being the only student employee to be given individual administrator access to both systems to assist with data integration
- Mentored 2 cohorts of peer advisors, a total of 8 new hires, through onboarding, weekly meetings, and continuous on-shift guidance

**OutHistory Intern**

Bellingham, WA

Western Washington University

June 2023 – July 2023

- Managed project design and research for a digital exhibit proposal on transgender history in the Pacific Northwest through researching Harry Allen through local newspapers

**VU Gallery Attendant**

Bellingham, WA

Western Washington University, ASWWU

September 2022 – June 2023

- Greeted guests visiting gallery space
- Assisted gallery director with 3 art installations and 3 art de-installations
- Managed opening and closing of gallery space

**Guest Experience Specialist**

Seattle, WA

Space Needle

June 2019 – September 2019

- Interacted with thousands of guests daily through complimentary photography and VR services, line management, guest education, and app promotion

**Leadership Experience**

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**Undergraduate Teacher's Assistant**

Bellingham, WA

Western Washington University

January 2024 – March 2024

- Co-managed weekly discussion with graduate teacher's assistant and guided a class of 30+ students through weekly readings through targeted guiding questions and supplemental materials
- Co-created slides weekly with graduate teacher's assistant and discussed our lesson plan
- Led 1 discussion without assistance from graduate teacher's assistant

**Co-President**

WWU Global Ambassadors

Bellingham, WA  
September 2023 – March 2024

- Co-managed club officer meetings to plan and execute events for students on campus
- Notable events: Global Masquerade, a dance for domestic and international students to meet, dance, and participate in event activities (e.g photobooth, arts & crafts, raffle); Global Resume Workshop, a one-time workshop for domestic and international students to learn how to make resumes in different countries and where to look for jobs abroad and in the US; DIY Luggage Tag Night, an event where people can design their own luggage tags from upcycled luggage tags that would've been thrown away

**Student Member**

IGE International Education Weekly Planning Committee

Bellingham, WA  
September 2023 – November 2023

- Planned and coordinated 3 global events: Passport Application Fair, an event where students could receive advice on how to apply for their passport and submit their first-time applications to a certified passport processing center; Global Resume Workshop, a workshop where students could learn how resumes look across the world and 1-on-1 advice from career advisors on their resumes; Black Gold Exhibit, a 2-week photography exhibit of an international photography project that aimed to promote studying and living abroad to Black youth in the US and bridging communities in Japan

**Volunteer Experience**

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**Archival Intern**

Pacific Atrocities Education

Remote  
May 2021 – August 2021

- Created and maintained an accessible archive database for researchers and educators specializing in Pacific history and war crimes committed by Japan during World War II through the organization and management of document metadata

**Photographer Intern**

Lane Arts Council

Eugene, OR  
October 2017 – April 2019

- Documented guided tour along at the First Friday Art Walk
- Interacted with hundreds of guests monthly throughout event

**Sorting Volunteer**

Material Exchange Center for Community Arts (MECCA)

Eugene, OR  
October 2017 – January 2018

- Organized and priced donated art supplies daily
- Maintained store cleanliness and organization
- Assisted customers and teachers seeking free supplies for their classroom

**Research Experience**

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**Undergraduate Research Assistant**

Korean Drama Analysis Project (KDAP)

Remote  
January 2022 – April 2023

- Assisted in the creation of a codebook for data collection
- Collected data from 20 episodes of a Korean drama series
- Assisted in cleaning and analysis of hundreds of collected data from 3 Korean drama series

**Undergraduate Research Assistant**

Virtual Sexual Economies Project (VSEP)

Remote  
March 2021 – July 2021

- Assisted lead researcher with data collection and qualitative analyses of video media sources
- Completed multiple three 1-hour long data collections of videos
- Acknowledged for contribution to research at the 2021 Law & Society Conference

**Projects**

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**University Website Research Project**

Upwork

Remote  
March 2025

- Compiled a spreadsheet of graduate programs and program contacts for 300+ universities related to food systems for a graduate fellowship

## **Exhibit Logistics Coordinator**

Remote

Black Gold (黒金)

January 2023 – November 2023

- Co-managed exhibit design and transcription of 30 participant interviews for 5 exhibits in Japan and the US with a goal of promoting living and studying abroad to Black youth by uplifting stories of Black people living in Japan
- Coordinated a 3-week exhibit at Western Washington University with over 130 attendees
- Awarded the 2023 Citizen Diplomacy Action Fund (CDAF) for project funding

## **Conferences**

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### **Global Respectful Disruption Summit**

April 2023

- Attended panels on The Intersection of Global Education and Student Empowerment: Decolonizing International Education, Re-centering Thriving; Disruptive Practices for Global Learning: Disrupting Racialized Deficit Narratives of BIPOC Students in Education Abroad Advising Practices

## **Professional Affiliations**

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### **International Federation of Library Associations & Institutions (IFLA)**

2025 – Present

Student Member

### **American Anthropological Association (AAA)**

2022 – 2024

Student Member

## **Awards & Certifications**

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University of Washington MLIS Dean's Scholarship

2025

CITI Behavioral & Social Research (Basic)

2021 – 2026

Citizen Diplomacy Action Fund (CDAF)

2023

Benjamin A. Gilman International Scholar

2021