

Kou Vang

AmeriCorps Promise Fellow/Check & Connect Monitor/Educational Assistant

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I am a committed and dedicated person who is willing to contribute in an entry level and long-term position, and I am determined to learn and grow further into providing my Philosophical thoughts/skills/strength to help accomplish the goals of any employer/company/corporation/community organization/school.

WORK EXPERIENCE

Americorps Promise Fellow/Check & Connect Monitor/Educational Assistant

MN Alliance With Youth/MPS Check & Connect Program - Saint Paul, MN - August 2013 to Present

Responsibilities

- Coordinate high school students to engage in enrichment activities that includes 30 youths to fulfill their academic goals; meeting one and one with students to fulfill these duties
- Meet with Youth Success Team to discuss about the student's over all progress report; and determine which kind of interventions to help and support the student's ability to learn and excel
- Develop and organize projects that would involve in a civic engagement and service learning-activities that would improve the students success rate;
- Recruit and/or support community volunteers and tutors who are in the program and their family members; to work with youths through mentoring, coaching, tutoring, and college/career exploration
- Provide attendance and behavior for students who are having trouble attending school and are always getting office referrals; to continue promoting positive behavior expectations from the tutor/mentor to the youth
- Maintain a positive attitude with the supervisor's and tutor's and collect records of the students attendance and academic progress report through the online data system
- Participate in all Alliance, AmeriCorps, and Host Site meetings and assigned projects.
- Promote equal access to higher educational resources for youths (grades 6th thru. 10th) and encouraging them to stay in school
- Clerical and office duties: build case management for students record to keep track of their attendance and verifying bus rules and regulations to be followed; enter data entry into the system; assigned paperwork to be signed from the student to keep and maintain good behaviors while riding the bus; answering phone calls from the teachers/staff members/parents and explaining to them about the Go-To Bus Card information
- I attended the Circle Training Process for three days (10/16/13-10/18/13) and it was a great and powerful experience to learn from people about their pain and life struggles

Accomplishments

I had nominated six of my students for the Red Wagons Award and they all got the Special Recognition Award.

Skills Used

Basic Office and Computer related job experience; Counseling; Communications; Relationship-Building; Attending meetings with staff members and co-workers; Reporting to the supervisors online; Managing time for the payroll; Meeting one-on-one with my students; Attending IEP and conference meetings with parents and community members; Make a strong appearance as a Promise Fellow; Attended training and community events; etc.

Wire Assembler

Engineered Products - Minnetonka, MN - February 2013 to August 2013

Responsibilities

- Assigned as a Wire Assembler to cut wires to be tested and to be built for electrical powers and then to package and ship these cables to customers. Also, I had to perform a barreling duty in which I was trained to put and wrapped the wire cables inside a wooded barrel or a box as well after the testing procedure had resulted in passing the wires. Testing performed to determine whether the cable wires were built correctly with color code given instructions and labeled for descriptions to be known for the right product.
- Assisted with supervisors and line-leads and co-workers to keep the production order on the right track for further expectations and goals to be met from the company.
- My main duties are also to take out trash and clean the workplace so that there can be a safe working condition for all of the workers on the production area.
- Other duties included me being a "lay down person," in which the work is perform to cut the conduit material, and to put the label on to match the numbers from the customer's request to be the right cable to be installed correctly and effectively. Also, I had to be a "snake guy" in which I was assigned to pull a certain length of the wires to be cut for the cable to be fully built. Line Lead duties include keeping order of the how many conduits and connector's are being used up and reporting to the supervisor. Building is the most important duty and the main task is to drill and screw nails to the wires to be connected with the hardware boxes.

Accomplishments

I had helped out the company to make sure that they had reached their safety rule and there were no customer complaints about producing a bad product.

Skills Used

Engineering and Building electrical products; Testing; Computer recorded data; Physical strengths; etc.

Assembly Line Production worker

TREND Enterprises, Inc - New Brighton, MN - July 2012 to August 2012

in New Brighton, Minnesota, Assembly Line • Jul 17, 2012 to August 20, 2012

- All I do is package children books during the first shift to be wrapped up and shipped to customers.
- Assist with co-workers and shift line-leads and supervisors to maintain a steady packaging environment and to inspect the products to be fully packaged and correctly labeled.
- My main goals were to show up on-time and to be assigned as an Assembly line production worker.

Part-time Service Position Crew Member

University of Minnesota - University Dining Services - Minneapolis, MN - January 2012 to May 2012

2012 in the East bank in Minneapolis, MN and the dates ranged from January 2012 - May 2012

- I had been assigned to contribute my working skills as a Part-time Service Position Crew Member who had to cook fresh and hot rice to serve customer's who ate at Panda Express.
- My main duties were to produce a total of 40-50 pans on Monday and Wednesdays when I had worked the five hour shift that started from 9 am until 1 pm.
- The manager's gave me a great expectation after working there for four months, and they also asked me to go back and work in the fall 2012.

Machine Operator at Greatbatch Medical Facility in Minneapolis

Superior Technical Resources - Brooklyn Center, MN - November 2010 to July 2011

MN and the dates I worked ranged from Nov. 2010 - July 2011

- I was a full-time temporary employee who had to operate (press-button) the machine to produce titanium parts that were further made as medical assembly devices to be inspected and shipped to customers.

- My daily goal were to produce at least 1,500 (at least 150 per hour) medical assembly devices and my shift was from Mon. thru. Thurs. at 4 pm to 2:30 am.
- Overall, I really enjoyed this job a lot, and I got along well with my co-workers, and I'd gain a lot of work experience this manufacturing position.

Full-time Machine Operator/Packager/Production

Amerilab Technologies, Inc - Plymouth, MN - November 2009 to May 2010

I was a full-time machine operator who had to operate the Gordic machine to manually put tablets into tubes to produce Airborne drinking products to be shipped out to customers.

- My main responsibility were to calculate the amount of waste, and the total products of Airborne that were produced to determine whether the goal had been reached for further review by the company.
- This kind of job didn't match me well because I had been terminated, but I was willing to give my best efforts to fulfill my duties for this job.

EDUCATION

Bachelor of Arts in Philosophy

University of Minnesota - Minneapolis, MN

2003 to 2012

SKILLS

Clerical, Typing, Proofreading, Scanning, Copying, Writing, Data Entry, Drawing, Communications, Relaitonshio-Buidling, Photography, Microsoft Word and PowerPoint, Case Management, etc.

LINKS

<http://www.linkedin.com/pub/kou-vang/49/770/608>

ADDITIONAL INFORMATION

Coach/Member/Co-Advisor

Henry High School Chess Club

September 2013|Education

I am volunteering and serving the club to do fundraising and I will be coaching team members to play and use effective strategies to have a higher chance of winning their game. I think Chess is a great game to play to have a calm and relax mind and to learn to be patient at striking your opponent. The game of Chess has been one of my favorite activities since childhood, and I've always enjoyed playing with people. less

Hmong Interpreter/Translator

Henry High School

September 2013|Education

I have got involve with parents/teachers conferences meetings in which I have conducted to use my volunteering and service hours to help with the school's teachers and staff members to translate Hmong parents about their students academic/attendance performance. Other duties would include when a Hmong parent calls me, I would be able to assist them with telling about the school's resources and keeping them inform about their students progress report.

Activities: I enjoy going outdoors to go hiking and fishing and playing sports (basketball, football, soccer). One of my favorite things to do is to study philosophy (ancient moral philosophy, the dialogues of Plato, "The Apology" by Socrates, Confucius "The Analects" and Lao Tzu's "Tao Te Ching.") Also, I enjoy watching any kind of movies and listening to music.