

FAX TRANSMITTAL

Date: 3-3-10

COMPANY: Corporate Management Group

ATTENTION: Kendra

FACSIMILE NUMBER: 952-223-6109

Thank You, Kim, Kevin, Cyndie

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Seng Xiong

Objective

To obtain a position as a machine operator, assembler, or security officer and utilize my ten years + experience working with diverse populations in both the non-profit and private sectors.

Experience

11/12/2009 to Present General Security Services Corporation Minneapolis, MN
Security Officer

- Walked around building, made sure everything is secured, and also watched cameras on guard house, and, checked parking lot, checked doors to make sure all are secured.
- Maintained security around building perimeter.
- Monitored security cameras inside and outside the building.
- Wrote incident report and daily report.

1/7/2009-12/24/2009 Wolf Protective Agency Coon Rapids, MN
Security Officer

- Checked building to make sure everything is secured.
- Monitored parking lot hourly.
- Wrote incident report and daily report.

1/10/2008-5/6/2008 Add-on Staffing Solutions Roseville, MN
Machine Operator/Medical Assembler

- Operated press brake, punch press, and forklift.
- Assembled medical components in clean room environment.
- Used microscope, micrometers, calipers, gauges, various hand tools and machines.
- Inspected machinery parts.
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10/2/2000-11/12/2007 Tenere Inc. Stillwater, MN
Machine Operator/Assembler/Medical Assembler

- Inspected, packaged, Labeled products; handled shipping & receiving
- Maintained good communication with supervisor and reports
- Punch press, Warehouse, press brake, Measured and set up machine for accurate temperature and accurate wire operation.

3/8/1996-12/10/2004 Saint. Paul Public School Saint Paul, MN
Hmong Parents Liaison/ Educational Assistant

- Acted as a Liaison and Educational Assistant to students and parents.
- Assisted and maintain attendance and truancy programs

- Assisted with building security procedures by monitoring arrivals and departures
- Of students and guests, provided home school and community outreach services
- Worked with the school police liaison, principal, and school counselor
- Tutored classroom students in reading comprehension, interpreter at conferences

6/5/1990-3/20/1996 Lao Family Community of MN Inc. Saint Paul, MN

Elders Program Coordinator

- Worked with the Community Outreach Representative: served as interpreter to
- Elders who needed Hmong, Thai and Lao translation. Provided transportation and snacks to elders.
- Taught E.S.L. classes, took elders on field trips, provided home visits for elders
- Attended client meetings and wrote reports

Education

10/14/1999 Ridge water College Hutchinson, MN
Awarded Paraprofessional Certificate

4/18/1998 Inver Hills Community College Saint Paul, MN
Awarded Paraprofessional Certificate

4/18/1998 Minnesota Literacy Council Saint Paul, MN
Earned English Language Tutor Certificate

6/7/1989 Como Park Sr. H.S. Saint Paul, MN
Earned H.S. Diploma

Interests

camping, running, gardening, carpentry, computers.

References

References are available on request.