

PANG CHA VANG

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EDUCATION

Saint Olaf College, Northfield, MN
Major: Social Work

Graduation: May 2013

INTERNSHIP EXPERIENCES

Food Support Intern *Neighborhood House; St. Paul, MN* September-December 2012
Directed intake meeting with Food Shelf participants. Referred participants to additional community resources via referral, phone call and voucher. Monitored the front desk as well as coordinated volunteering tasks. Documented incoming food donation inventories. Updated and recorded participants' information and grocery weight in organization's client track system. Created food support website to be used by participants in family center.

"Skills for School" Intern *Neighborhood House; St. Paul, MN* September-December 2012
Assisted teacher with curriculum and children's activities. Facilitated on-going children group; engaged children to learn their ABCs, numbers, colors, and relevant materials contribute to their preparation for Kindergarten.

Employment Advocate Intern *People Serving People; Minneapolis, MN* May-September 2010
Assisted and provided homeless clients with support, résumé help, interview skills, and job searches. Organized and facilitated interview clothing distribution. Cooperated with employment coordinator to interview potential candidates for culinary arts program.

OTHER WORK EXPERIENCES

College Coach *College Possible; Saint Paul, MN* August 2013-Present
Help connect students with on-campus resources. Update student's progress report and contact log via online system called Naviance. Assist students with scholarship applications and other relevant paperworks.

Office Assistant *St. Olaf Upward Bound; Northfield, MN* October 2010-May 2013
Generated, filed and organized casenotes in appropriate students' folders. Assisted and organized mailing duties upon request. Compiled event questionnaires and surveys into summarized evaluations. Made phone calls .

Cable/Connector Assembler *Omnetics Connector Corporation; Fridley, MN* June 2012-September 2013
Assembled bodies and wires to create connectors and jumpers following written instruction. Potted connectors with epoxy under microscope.

Front Desk Worker *St. Olaf Student Support Services; Northfield, MN* September 2011- May 2012
Greeted and assisted students and guests with information and provided supplies/appliances. Assisted academic advisors with duties upon request such as mailings and phone calls.

Event Recorder/Photographer *St. Olaf Multicultural Affairs (MCA); Northfield, MN* October 2010-May 2011
Provided summary and evaluation for MCA-sponsored and multicultural events on campus; documented areas of improvement and strengths for each event attended. Responsible to take photographs of events to be published in MCA newsletters.

SKILLS

Multi-task
Competent with Microsoft Office
Fluent in Hmong
Detail-oriented