***SUMMARY OF SKILLS***

* Working with students of K-12, children, and adults
* Understand and adapt to many cultures being from a different background
* Experience with helping students with homework.
* Experience with Microsoft Word, Power Point, Microsoft Publisher, and Microsoft Excel.
* Three years of working with diverse groups of people and of all ages.

***WORK EXPERIENCE***

New Millennium Academy School 2010-Present

* Worked with students K-8
* Worked with Special Ed students
* Documented behavior in classrooms
* Assisted teachers in classrooms helping students with homework

Boy Scouts of America 2008-2010

* Direct interaction with children and adults age ranging from 11-21 years old
* Work with parents of the units
* Map and implement weekly activities and plans
* Supervised students on camping trips and other activities
* Assist Scout Master on meetings and unit activities
* Lead research and conduct fundraising events for the units
* Advisor, mentor and role model for teenagers and adult members
* Act as the link between the council, units, community, and parents

Office Assistant, College Access Program 2009-2010

* Answered incoming phone calls
* Worked in the office, filed papers, fax letters, mailed and picked up letters

Ethnic Heritage Pre-College Summer Institute 2008-2008

* Supervised kids grades 7 through high school
* Worked with the kids during activities supervised them
* Assisted kids in classrooms

***ACTIVITIES & HONORS***

Boy Scouts of America, Adult Volunteer 2008-2010

Student to Student book sale 2010

Beauty of Cultures 2010

Asian Americans & Pacific Islander Affairs 2010

Hmong Student Association, Culture Coordinator 2008-2009

Asian American & Pacific Islander Association 2008-2008

***LANGUAGE***

English & Hmong

***EDUCATION***

Bachelor of Arts and Humanities, English

Social Work minor

Minnesota State University, Mankato - Mankato, MN 2007-2010