

Kaitlyn Vang

Seeking a position where I can contribute my attention to detail, and willingness to learn in a dynamic team environment.

(559) 696-4177

vangkaitlyn2@gmail.com

Related Experience

Teaching Fellows Foundation, Fresno , CA — After School Tutor

August 2025 - Current

- Manage a class of 12 TK students
- Develop lesson plans and PE activities
- Assist students during snack time
- Upkeep classroom cleanliness

Fresno EOC, Fresno, CA — HR Recruitment Specialist/Liaison

March 2024 - February 2025

- Assist in the recruitment process involving screening, reference checks and filing of documents for candidates and new hires
- Communicate with hiring managers regarding any inquiries
- Fulfill badge requests
- Serve as a Liaison for Transit staff's HR needs
- Participated in event planning for the APAHM Celebration

COF PARCS (Parks, After school, Recreation, and Community Services Department), Fresno, CA — YJCP Fellow

July 2022 - March 2024

- Assist in logistics management and community outreach activities/events such as ribbon cuttings and community meetings
- Entrusted to manage the Senior Activity Center by overseeing staff, conducting staff trainings and providing assistance to community members
- Provided resources and informational materials to community members
- Upkept accuracy of data through data validation

Rise Inc, Fresno, CA — Rise Angel Program Assistant

January 2019- January 2024

- Coordinated and developed materials for the program workshops
- Onboarded, trained and oversaw program participants
- Worked directly with program participants on their development through implementation of workshops that catered to their needs
- Promoted, informed and assisted the community on Rise's mission, services and goals.
- Participated in the planning process for all Rise events

Skills

Community Outreach
Event coordination,
planning and design

Interpersonal
Communication

Critical and Analytical
Thinking

Project Management

Logistics Management

Public Speaking

Intermediate Excel
and Microsoft skills

Content Marketing

Education

CSU, Fresno - 2018 to 2019
General Education

Sunnyside High School - Class
of 2018

Kohl's, Clovis, CA — *Sales Associate*

November 2018 - May 2020

- Managed store merchandise

Awards: Employee of the Month for October of 2018

Sunnyside High School — *Teacher's Academy*

November 2017 - May 2018

- Monitored and recorded progress of kindergarten students to report to the head teacher
- Facilitated activities to small groups and during one on one sessions
- Developed and lead a personalized activity for the students in accordance to the guidelines and curriculum for kindergarteners
- Received NCLB Certificate of Achievement in 2017.

Community Service

Showdown for Hope on May 25th, 2024 — volunteer for A Hopeful Encounter

Greeted and monitored the entrance for the event. Ensuring protocol was followed for bag checks and attendance reports.

Gift Distribution in December, 2023 — volunteer with Fresno Interdenominational Refugee Ministries (FIRM)

Assisted a team with the distribution of free gifts to children from 1:00–6:00pm

Hmong New Year Event on November 18-19th, 2023 — In collaboration with Martin Park, Inc

Strategically planned and coordinated the event by creating promotional flyers, communicating with vendors, outsourcing needed materials and delegating roles to staff.

Miss Hmong USA Second Runner Up 2023 — Titled by *Hmong Cultural New Year Celebration, INC*

Involved in community work through acts of service such as public speaking and attending community events. Advocated for at-risk youth awareness through community outreach. Build and maintain relationships with organizations and community members.

References

Kia Her — CEO of Averlen Events

Phone: (559)417-6077

Email: zk3nterprise@gmail.com

Ye Vue — After School Program Coordinator for Storey Elementary

Phone: (559)795-6067

Email: ye.vue@fresnounified.org

Address: 5250 E Church Ave, Fresno, CA 93725

Mayra Casillas Ruezga — Employee Relations Manager

Phone: (559)492-8577

Email: mayra.casillasruezga@fresnoeoc.org

Address: 1920 Mariposa Street 93721 Fresno, CA

Summer Rooks — City of Fresno PARCS Projects Administrator

Phone: (559)545-6165

Email: summer.rooks@fresno.gov

Address: 1515 E Divisadero St 93721 Fresno, CA