

Mindy Khamvongsa

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EDUCATION	Fairfield University Fairfield, CT <i>Bachelor of Arts: Psychology</i> <i>Minors: Education and Computer Science</i> Current GPA: 3.0	2012 – Expected 2016
EXPERIENCE	<i>Private Elementary Tutor</i> <ul style="list-style-type: none">Assisted students in completion of assignments covering topics such as writing, math and sciencesCreated educational and positive learning environment to aid students concentrationCoordinated with parents to provide custom assignments tailored to students needs <i>Chemistry Stockroom Assistant</i> Fairfield University, Fairfield CT <ul style="list-style-type: none">Prepared chemicals and supplies for chemistry, biology, and nursing labs <i>Class Room Assistant for Horizons National at GFA</i> Green Farms Academy, Westport CT <ul style="list-style-type: none">Volunteered at Green Farms Academy's six week program to assist students in academics such as reading, writing, and math.Worked with pre-school students and prepared them for the upcoming academic yearParticipated in one-on-one sessions to help ELL students integrate with their fellow peers both academically and socially. <i>General Summer Manager</i> Mindy K Deli & Catering, Old Saybrook CT <ul style="list-style-type: none">Scheduled employee work times and business eventsOversaw employee during work hours to ensure customer satisfactionPurchased and organized business culinary supplies and services <i>Computer Science Tutor</i> Fairfield University, Fairfield CT <ul style="list-style-type: none">Explained advance computer science topics to students in an easy to digest mannerReviewed student's programming assignments and offered feedback for improvementProvided example problems for students preparation for exams	June 2014 – Present September 2014 – Present June 2015 – August 2015 June 2012 – Present September 2013 – May 2014
PROJECTS	<i>School Building Project in Laos</i> <ul style="list-style-type: none">Ran a fundrasier to raise awareness and money for the education of underprivileged children in LaosDonated basic school supplied to children in Thakhek, LaosOrganized the establishment of a school building in Thakhek, Laos	June 2014 – Present
COMPUTER SKILLS	<i>Software :</i> Microsoft Word, Microsoft Excel, Adobe Photoshop, Prezi, and SPSS <i>Programing Languages :</i> Python, HTML, CSS, Javascript, Java, and Haskell	
LANGUAGES	English (Native) Thai and Laotian (Fluent) French (Intermediate)	