Mindy Khamvongsa

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EDUCATION

Fairfield University Fairfield, CT   2012 – Expected 2016
Bachelor of Arts: Psychology
Minors: Education and Computer Science
Current GPA: 3.0

EXPERIENCE

Pirvate Elementary Tutor   June 2014 – Present

- Assisted students in completion of assignments covering topics such as writing, math and sciences
- Created educational and positive learning environment to aid students concentration
- Coordinated with parents to provide custom assignments tailored to students needs

Chemistry Stockroom Assistant   September 2014 – Present
Fairfield University, Fairfield CT
- Prepared chemicals and supplies for chemistry, biology, and nursing labs

Class Room Assistant for Horizons National at GFA   June 2015 – August 2015
Green Farms Academy, Westport CT
- 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 year
- Participated in one-on-one sessions to help ELL students integrate with their fellow peers both academically and socially.

General Summer Manager   June 2012 – Present
Mindy K Deli & Catering, Old Saybrook CT
- Scheduled employee work times and business events
- Oversaw employee during work hours to ensure customer satisfaction
- Purchased and organized business culinary supplies and services

Computer Science Tutor   September 2013 – May 2014
Fairfield University, Fairfield CT
- Explained advance computer science topics to students in an easy to digest manner
- Reviewed student's programming assignments and offered feedback for improvement
- Provided example problems for students preparation for exams

PROJECTS

School Building Project in Laos   June 2014 – Present
- Ran a fundrasier to raise awareness and money for the education of underprivileged children in Laos
- Donated basic school supplied to children in Thakhek, Laos
- Organized the establishment of a school building in Thakhek, Laos

COMPUTER SKILLS

Software : Microsoft Word, Microsoft Excel, Adobe Photoshop, Prezi, and SPSS
Programing Languages : Python, HTML, CSS, Javascript, Java, and Haskell

LANGUAGES

English (Native) Thai and Laotian (Fluent) French (Intermediate)