

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	Observational Fieldwork <i>Fairfield University, Fairfield CT</i> <ul style="list-style-type: none">• Worked as a classroom assistant and prepared actives for groups of students Private Elementary Tutor <i>Fairfield County Area, CT</i> <ul style="list-style-type: none">• 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 <i>Fairfield University, Fairfield CT</i> <ul style="list-style-type: none">• Prepared chemicals and supplies for chemistry, biology, and nursing labs Class Room Assistant for Horizons National at GFA <i>Green Farms Academy, Westport CT</i> <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 year• Participated in one-on-one sessions to help ELL students integrate with their fellow peers both academically and socially. General Summer Manager <i>Mindy K Deli & Catering, Old Saybrook CT</i> <ul style="list-style-type: none">• 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 <i>Fairfield University, Fairfield CT</i> <ul style="list-style-type: none">• 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	January 2015 – Present June 2014 – Present September 2014 – Present June 2015 – August 2015 June 2012 – Present September 2013 – May 2014
PROJECTS	School Building Project in Laos <ul style="list-style-type: none">• 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	June 2014 – Present
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)	