

# Ezekiel Kang

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## WORK EXPERIENCE

### University of Southern California(USC)

Los Angeles, CA, USA

Teaching Assistant - Afghan Pathways Program

Nov 2023 - Present

- Facilitated learning for a remote cohort of 100 students by leading discussion groups and tutoring sessions, enhancing their understanding of HTML, CSS, and JavaScript
- Led weekly meetings with the professor and teaching assistants, utilizing Notion, Google Sheets, and EdStem to track progress, grades, and issues, and develop improvement strategies.
- Ensured consistent and constructive evaluation by developing grading rubrics and providing feedback on hundreds of assignments, maintaining high standards in assessment.

### Kaiser Permanente

Riverside, CA, USA

Project Manager - Data Analyst & Operations

Nov 2022 - Dec 2023

- Increased productivity by 15% by analyzing data to forecast workload fluctuations, motivating staff, and optimizing resource utilization.
- Ensured compliance with new policies and legal regulations by developing and maintaining documents and form selection matrices in collaboration with senior stakeholders.
- Boosted productivity by 50% by automating data gathering and modification through VBA script macros in Excel.

### ABA Enhancement

Riverside, CA, USA

Office Administration and Coordinator

Jun 2021 - Jun 2022

- Enhanced client satisfaction by leading a high-performing administrative team to manage schedules for 300+ clients and 70+ employees efficiently.
- Surpassed quarterly revenue targets by 6% by identifying company pain points and developing effective solutions.
- Reduced onboarding time by 33% by redesigning workflows to align with new policies and regulations, boosting efficiency.

## LEADERSHIP EXPERIENCE

### Olive Church

Colton, CA, USA

Program Manager

Jun 2020 - Jan 2021

- Led and executed 30+ events by directing a team of 5 members, ensuring seamless execution through effective coordination.
- Resolved technical issues and provided updates as the main liaison with senior stakeholders, facilitating smooth event operations.

### Highlander Gaming

Riverside, CA, USA

Lead Club Coordinator

Jul 2019 - May 2021

- Coordinated events with external stakeholders and vendors for 800+ club members, boosting community engagement and satisfaction.
- Led quarterly retrospectives to gather feedback, enhancing satisfaction for both community members and leadership.
- Organized documents, backlogs, and reports efficiently, demonstrating strong organizational skills.

## EDUCATION

### University of California, Riverside

Riverside, CA, USA

Bachelor of Science, Biological Sciences

### [The Odin Project](#)

Remote

Full Stack JavaScript Course

- Covered topics: HTML, CSS, JavaScript, React, NodeJS, MongoDB, and other relevant technologies.

## SKILLS & INTERESTS

**Skills:** HTML, CSS, JavaScript, React, NextJS, NodeJS, MongoDB, GitHub, Project Mgmt, Data Analysis

**Interests:** AI, Education, Healthcare, Fitness, Music, Escape Rooms, PC Building, Gaming, Car Detailing