

# ANGELA KAO

## ACADEMIC BACKGROUND:

UCLA Extension  
April 2021  
Full Stack Web Development  
Coding Boot Camp

California State University, Fullerton  
May 2013  
Bachelors of Arts, Communications  
Entertainment and Tourism

## PROFESSIONAL SKILLS:

Bi-Lingual: Chinese Mandarin & English  
Fluent in Apple Applications, Microsoft  
Office Suites, Google Applications  
Time Management  
Attention to Detail  
Problem Solver  
Creative and Critical Thinking

## VOLUNTEER

Home-y Made Meals  
Scheduling Logistics Volunteer

Make-A-Wish Foundation  
Events Volunteer and Wish Granter

Golden Globe Gifting Suite  
Gifting Volunteer

Hollywood Brazilian Film Festival  
Public Relations Volunteer

## CONTACT DETAILS:

818.919.6685  
angelankao@gmail.com

Full stack web developer graduate knowledgeable in user interface, testing and debugging process. Excited to leverage my skills as part of a fast-paced, quality-driven team to build better experiences on the web.

Passionate to learn and grow as a developer.

## TECHNICAL SKILLS:

- HTML5
- CSS Grid Flexbox
- Responsive Web Design
- CSS3
- CSS Grid Layout
- Debugging with DevTools
- CSS Animation
- CSS Framework
- Javascript

## DEVELOPMENT EXPERIENCE:

- Created a website to pair runners with a trainer with flexbox layout, responsive anchor links, media queries, a hero and contact form, link second webpage for private policy, and pricing table using CSS grid
- From a mock up design, made a webpage more accessible with semantic HTML elements, alt attributes, descriptive titles elements, including comments before each element or section of the page
- Collaboratively designed and built a COVID information hub with classmates using Semantic UI, server side APIs, live scrolling Twitter feed widget, current COVID news, and localStorage

See more at my [Github](#)

## OTHER EXPERIENCE:

### EVENT ASSOCIATE

*Oren Co.*

*August 2019 - March 2020*

- Lead on-site event coordination pre-production, production, creative problem solving and event wrap-up
- Managed all projected logistical needs and deadlines - \$500k+ budget management, meeting agendas, contract negotiation, guest accommodations, team travel, and pre-event site visits
- Utilized resources effectively and efficiently to manage multiple planning projects in fast-paced environment

### EVENT COORDINATOR

*The People Concern*

*May 2017-August 2019*

- Sole event coordinator for the agency - Responsible for the overall planning, coordination, design, and management of all special event fundraisers, including scheduling, budgets, guest lists, venue, travel, lodging and set up/break down
- Negotiated contracts with outside vendors; organizes logistics and décor; designed and produced event collateral
- Coordinated event marketing material preparations and mailings including working with graphic designers - sponsor solicitations, save the date mailings, invitations, programs, signage

### SENIOR EVENT COORDINATOR

*Love Is Sweet Events*

*March 2014 - August 2019*

- Scheduled and lead meetings for clients with vendors - caterer, rentals, entertainment, photography, transportation
- Created and established timelines, proposals, contract agreements
- Onsite lead during set up, event execution, and break down days to ensure all details are properly for over 25 events yearly
- Reviewed and quality checked for menus, floor plans, and design decks