

ANGELA KAO

ACADEMIC BACKGROUND:

UCLA Extension
Full Stack Web Development
Coding Boot Camp
Graduation: March 2021

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 student 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