

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

## DEVELOPMENT EXPERIENCE:

[github.com/mooka0](https://github.com/mooka0) • [mooka0.github.io/myprofile](https://mooka0.github.io/myprofile)

## 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, schedules, contract negotiation, guest accommodations, team travel, and pre-event site visits
- Developed and collaborated master event logistical production schedule from event inception to day of execution
- 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 - materials include sponsor solicitations, save the date mailings, invitations, programs, signage
- Maintained and built strong relationships with donors, sponsors and local businesses to grow revenue 49% from 605k to 971k in over year

### 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