

KAOLEE VANG

(715) 523-3729

kaoleevang715@gmail.com

<https://www.linkedin.com/in/kaoleevang>

<https://kaoleevang.com>



SKILLS

Customer Service
Interpersonal
Print Design
Critical Thinking

EDUCATION

MPS IN ARTS AND CULTURAL LEADERSHIP

University of Minnesota - Twin Cities

2022-2025

Relevant courses: Facilitating Community Driven Leadership • Core Practices in Heritage Studies and Public History • Creative Entrepreneurship and Resource Development

BA IN STUDIO ARTS - PRINTMAKING

Brigham Young University - Idaho

2013 - 2016

Relevant courses: Graphic Design • Printmaking • 20th Century Art History

PROJECTS

NORTHROP ADVISORY BOARD - STUDENT BOARD MEMBER

University of Minnesota - Twin Cities

2022-2023

As the first graduate student board member, I have the opportunity to learn, observe, and attend advisory board meetings and events to learn the processes and structure of the organization and to meet the goals for the organization.

WORK EXPERIENCE

GRANT REVIEWER - MINNESOTA STATE ARTS BOARD

2023-2024

As a Grant Reviewer on the Minnesota State Arts Board, I evaluated and awarded grants to artists and arts organizations, ensuring fairness and equity. Collaborating with a diverse panel, I assessed applications based on artistic merit, impact, and alignment with funding priorities. I contributed insights, recommendations, and fostered community partnerships, strengthening Minnesota's arts ecosystem. This experience deepened my knowledge, refined my evaluation and grant management skills, and fueled my passion for supporting and championing the arts.

2023-2024 INTERN - ART TO CHANGE THE WORLD

May 2023 - July 2024

Developing creative projects aimed at driving social change and fostering education both independently and collaboratively.
• Skills: Sales • Leadership • Project Management • Administrative Assistance • Interpersonal Skills • Diversity & Inclusion • Art Direction

KAOLEE SHOP OWNER - KAOLEE SHOP

2019 - Present

• Create 6-10 pieces (handmade earrings and gifts) to list every 2 weeks • manage shipments
• community involvement: collaborations & pop-up markets • wholesale market expansion
Soft Skills: creativity, image assets, storytelling, visual narratives; Hard Skills: graphic design (Illustrator and InDesign), product photography, social media
Shopify: Design, produce, photograph, and list all pieces; maintain website
Pinterest: Maintain 21k+ average on impressions and 17.86k average on total audience organically. Consistently post process videos, styling videos, and still photos of products and creation and design process.
Instagram: average 200 content interactions per month and 80 accounts engaged consistently for the last 6 months

VISITOR SERVICES ASSOCIATE - WINGS OVER THE ROCKIES AIR AND SPACE MUSEUM

2022-2022

• Collect contact information and start the collection of oral histories • ensure quality of museum experience for visitors and events: museum store, admissions, simulator operations, and clerical work • improve visitor services by creating accessibility, community, and inclusivity
Soft Skills: customer service, teamwork; Hard Skills: oral history data entry

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WORK EXPERIENCE

RECREATION CLERK – CITY AND COUNTY OF BROOMFIELD COLORADO

2021-2022

• sales, account management, and auditing • check in various activities, including the fitness center • organize recreational sports and activities, community events, and meetings • assist with senior services events • one-on-one assistance

Soft Skills: interpersonal skills, leadership, time management Hard Skills: project management

RECREATION ASSISTANT & RECEPTIONIST – LEGACY VILLAGE OF SUGAR HOUSE

Dec 2019 - Jul 2020

- Played a pivotal role as a Recreation Assistant & Receptionist at Legacy Village of Sugarhouse, a Western States Lodging company.
- Led engaging activities and recreational therapy sessions for residents, with a primary focus on Memory care and occasional Assisted Living residents.
- Conducted one-on-one and group activities encompassing exercise, memory enhancement, hobbies, and entertainment.
- Provided exceptional front desk reception services to residents and families, ensuring efficient check-ins and addressing inquiries.
- Assisted the Assistant to the Executive Director with various administrative tasks.
- Demonstrated proficiency in Microsoft Excel, organizational skills, project management, customer experience, administrative assistance, and interpersonal skills.
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OFFICE MANAGER & CREATIVE GRAPHIC DESIGNER – GOTTSCHALL ENGRAVING

Sep 2018 - Dec 2019

- Managed office operations and served as a creative graphic designer at Gottschall Engraving Co.
- Supervised a team of three part-time employees and acted as a project manager, ensuring successful project completion.
- Implemented efficient systems for vendor management, consignee coordination, and product organization in the gift shop.