

# KAOLEE VANG

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

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## EDUCATION

### GRAD X169 - EXPLORING IDENTITIES & EMBRACING CHALLENGING CONVERSATIONS

University of Minnesota Office for Equity and Diversity

#### Office for Equity and Diversity

Core concepts around equity, diversity, and social justice. Deepening understanding of our own identities and how to work towards allyship and advocacy in our roles.

### MASTERS OF PROFESSIONAL STUDIES 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
- Study Abroad: Leadership and Social Change in Ireland
- Ethical Dilemmas and Legal Issues for Cultural Leaders
- Marketing 6087: Power of Story

### BA IN STUDIO ARTS - PRINTMAKING

Brigham Young University - Idaho

#### 2013 - 2016

Relevant courses:

- Graphic Design
- Printmaking
- 20th Century Art History
- Head Drawing
- Book Arts
- Visual Media
- Expressive Drawing
- Typography
- Mass Media & Society
- Twentieth Century Art
- Environmental Stewardship

## WORK EXPERIENCE

### KAOLEE SHOP OWNER – KAOLEE SHOP

2019 - Present

- Designed and crafted 6-10 handmade earrings and gifts bi-weekly, showcasing creativity and attention to detail.
- Managed end-to-end shipping processes, ensuring efficient and timely delivery.
- Actively engaged with the community through collaborations and participation in pop-up markets.
- Successfully expanded market reach through wholesale initiatives.

Soft Skills: Creativity, Image Assets, Storytelling, Visual Narratives

Hard Skills: Graphic Design (Illustrator and InDesign), Product Photography, Social

Media Management

- Shopify: Executed design, production, photography, and listing of all products while maintaining the website.
- Pinterest: Maintained an average of 21k+ impressions and 17.86k+ total audience organically.
- Instagram: Consistently achieved 200 content interactions per month and engaged 80 accounts monthly.

### VISITOR SERVICES ASSOCIATE – WINGS OVER THE ROCKIES AIR AND SPACE MUSEUM

2022-2022

- Collected contact information and initiated the collection of oral histories.
- Ensured the quality of the museum experience for visitors and events, including museum store, admissions, simulator operations, and clerical work.
- Improved visitor services by creating accessibility, community, and inclusivity initiatives.

Skills: Customer Service, Teamwork, Oral History, Data Entry

### RECREATION CLERK – CITY AND COUNTY OF BROOMFIELD COLORADO

2021-2022

- Conducted sales, account management, and auditing tasks.
- Checked in various activities, including the fitness center.
- Organized recreational sports and activities, community events, and meetings.
- Assisted with senior services events and provided one-on-one assistance.

Skills: Interpersonal Skills, Leadership, Time Management, Project Management, Community Engagement, Administrative Support

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## WORK EXPERIENCE

### RECREATION ASSISTANT & RECEPTIONIST – LEGACY VILLAGE OF SUGAR HOUSE

Dec 2019 - Jul 2020

- Led engaging activities and recreational therapy sessions for residents, focusing on Memory care and Assisted Living residents.
- Conducted one-on-one and group activities covering exercise, memory enhancement, hobbies, and entertainment.
- Provided exceptional front desk reception services to residents and families.
- Assisted the Assistant to the Executive Director with various administrative tasks.

Skills: Microsoft Excel, Leadership, Organizational Skills, Project Management, Customer Experience, Administrative Assistance, Interpersonal Skills, Collaboration,

### 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.
- Skills: Sales, Project Management, Customer Retention, Systems and Organization Skills, Graphic Design, Account Management, Administration

## PROJECTS

### NORTHROP ADVISORY BOARD – STUDENT BOARD MEMBER

University of Minnesota - Twin Cities

2022-2024

- First graduate student board member, actively contributing to advisory board meetings and events.
- Aim to gain knowledge of the organization's inner workings and structure, working towards achieving its goals.

Practicum Collaboration - Project Advisor (2023-2024):

- Collaborating with Northrop's engagement team for a lobby event preceding "10,000 Dreams: A Celebration of Asian Choreography."
- Co-curated by Phil Chan, the event features renowned ballet companies and highlights diverse artistic disciplines.
- Focus on building relationships with Twin Cities Asian and Asian American arts organizations, educating audiences on cultural contributions, particularly Hmong, and fostering community engagement.

### GRANT REVIEWER – MINNESOTA STATE ARTS BOARD

2023-2024

- Evaluated artists and community organizations, ensuring fairness and equity.
- Collaborated with a diverse panel to assess applications based on artistic merit, impact, and alignment with funding priorities.
- Contributed insights, recommendations, and fostered community partnerships to strengthen Minnesota's arts ecosystem.

### 2023-2024 BOARD MEMBER – ART TO CHANGE THE WORLD

May 2023 - July 2024

- Developed creative projects independently and collaboratively aimed at driving social change and fostering education.
- Applied skills in sales, leadership, project management, administrative assistance, and art direction.