

Kevin Phan

1995 Liberia Circle

San Jose, CA, 95116

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- **Self-motivated**, Flexible and versatile-able to **maintain self control under pressure**
 - Excellent **team building skills**
 - **Semi -Bilingual** (speak Vietnamese Proficiently and English Fluently)
 - **Strong Organization skills and time management**
 - Creative and **assertive**
 - **Good** social skills and public speaking skills
 - Excellent in **Multi-Tasking**
 - Knowledgeable **leadership skills** and experience
 - Experience in **leading** diverse teams

EDUCATION

San Jose State University, San Jose, CA

August 2014 – Current
(expected graduation date
2018)

Independence High School, San Jose, CA

August 2010 – May 2014

SKILLS

- **Languages:**
 - English, and Vietnamese
- **Skills:**
 - Microsoft word, PowerPoint, and Excel
 - Basic HTML, XHTML, CSS code language
 - Photoshop CS6
 - Sony Vegas pro 12

WORK EXPERIENCE

- **Van Le for Re-Election East Side Union School Board** **July 2014 - Current**
 - Position: Communications Director (Social media, emailing, photographer, web design, and graphic design)
 - Description: In charge of campaign website, design graphics, banners, etc. As well as taking photos of fundraising events, and posting online and on social media.
- **Van Le for San Jose City Council District 7** **February 2014 – June 2014**
 - Position: Volunteer Coordinator

Description: In charge of precincts, and going out to walk precincts to get votes for Van Le. Attended to all of Van Le's fundraiser events to help setup and clean up after the events.

COMMUNITY SERVICE/ EXTRACURRICULAR ACTIVITIES

- **Vietnamese Student Association**, Independence High School
Position: President13'-14'/Vice-President12'-13'/Member11'-12'
Description: The Vietnamese Student Association spreads awareness of the Vietnamese culture throughout the school of Independence High School. As President, I planned our annual cultural "Asia by Night" show with the help of my cabinet members. Was in charge of the entire club activities, performances, scheduling, rehearsal dates, fundraisers, and weekly club meetings. Joined as a member of the club, and volunteered myself to take upon large tasks, and was elected vice-president, and later president of the club.
- **Chinese Club**, Independence High School
Position: Treasurer13'-14'
Description: Was treasurer of the Chinese Club at Independence High school. As treasurer, I was in charge of budget for our events during Chinese New Years, Had to organize fundraisers to fundraise money to pay for supplies for events.
- **MESA**, Independence High School
Position: Vice-president12'-13'/Member11'-12'
Description: As vice-president, I helped the president with the teams for the MESA Day competition. Had to remind other teams about their schedules, their progress on their competition, and helped lead weekly meetings informing the members about upcoming tasks, and events. Participated as a member in MESA and showed much interest in math, engineering, and science, and was elected vice-president.
- **Key Club**, Independence High School
Position: Member12'-14'
Description: Gained a number of hours just volunteering with Key Club when volunteer help was needed. Helped out with events in the local area to help setup, clean, and helping with anything during the events. Obtained 45 hours in Key Club.
- **Oxfam America**, Independence High School
Position: Secretary 12'-13'
Description: Secretary for Oxfam America which is a club that volunteers and fundraise money to donate to villages in Africa. We buy food, water, livestock, seeds to grow plants to villages in Africa. As secretary, kept records of volunteer hours, and paperwork. Obtained about 25 hours in Oxfam America.
- **Cindy Chavez for Supervisor District 2 June 2013 – July 2013**
Position: Volunteer
Description: Helped Cindy Chavez for her election for Supervisor for city of San Jose District 2. Helped package absentee ballots, and newsletters to mail to people in District 2 of San Jose.

➤ **Kansen Chu District 4 City Councilmember February 2012 – June 2014**

Position: Volunteer

Description: Helped District 4 City Councilmember Kansen Chu with his local district events with setup, cleanup like setting up tables, chairs, booths, food, drinks, and more.

HONORS

➤ **2013 Certificate of Appreciation**

For the participation, contribution, support, and dedication for the Vietnamese-American Roundtable on the 38th Black April Commemoration Event.

➤ **Independence High School Honor Roll for 13'12'11'**

➤ **Independence High School Principal's Honor Roll for 12'**

➤ **Independence High School Interact Club Inspirational Award 12'**

➤ **SEMI HIGH TECH U Award**

For successful Completion of SEMI HIGH TECH U October 6th 2011

➤ **Independence High School Perfect Attendance Award for 11'10'**