

# Kim Long Vo

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## Professional Experience

### **Westminster High School Entertainment Unit**

*August 2006 - August 2009*

Assistant Band Director / Marching, Brass, Percussion and Music Technician

- Critique students to improve performance quality and understanding of music performance.
- Lead rehearsals when band director is not present.
- Instruction experience includes marching band, steel drum ensemble, jazz band, and drum line.
- Arrange music for various ensembles and made simple instrument repair.

### **Anime Expo / Society for the Promotion of Japanese Animation**

*June 2006 - August 2009*

Operations Division / Volunteers Department Staff - Field Lead

- Coordinated with other departments to manage multiple autograph sessions for high profile guests.
- Led a team of staff and volunteers in managing crowds and lines in an expansive area.
- Patrolled convention grounds for hazards and provided extensive customer service.

### **Reedex Inc.**

*June 2007 - September 2008*

Quality Control

- Created and updated instructions for assembling products at a custom wire and cable company.
- Solved problems to prevent and fix errors in products.
- Assisted managers in project management, building prototypes, website management and IT support.

## Technical Skills

- Proficient in Microsoft Word (70 wpm), Excel, PowerPoint, FrontPage, Publisher.
- Advanced web design capabilities: XHTML, CSS. Software used: Notepad2, Photoshop CS3.
- Fluent in Vietnamese. Can speak, read and write.

## Education

### **California State University of Long Beach**

Long Beach, CA

Bachelors of Science in Human Resource Management

Degree Expected in 2012

Currently Enrolled in 13 units