

# FONG TRAN

EDUCATION	<b>UC DAVIS, MASTERS OF SCIENCE IN COMMUNITY DEVELOPMENT</b> 2013-2016	<b>GPA: 3.87</b>
	<ul style="list-style-type: none"><li>• <b>Thesis Title</b>   Listening to Digital Wisdom: Youth of Color Perspectives on their needs in Navigating New Media</li><li>• Developed and incorporated social justice component into the master's program core curriculum</li></ul>	
	<b>UC BERKELEY, BACHELORS OF ARTS IN SOCIAL WELFARE</b> <b>DOUBLE MINOR IN EDUCATION AND PUBLIC POLICY</b> 2005-2009	<b>GPA: 3.233</b>
	<ul style="list-style-type: none"><li>• "Outstanding Community Service" Award, Social Welfare Department</li><li>• Outstanding Student Recognition Award, Associated Student of UC Berkeley</li><li>• Study abroad in Hanoi, Vietnam. Field research on Street Children in Hanoi</li></ul>	

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AWARDS AND RECOGNITION	<b>Social Justice Award</b> , African American Faculty and Staff Association, 2016 <b>"Ally of the Year" Award</b> , UC Davis Black Leadership Council 2013, 2014, 2015 <b>Featured Article, "Mentor-Poet muses and amuses through Verse"</b> , Sacramento Bee, 2012 <b>Recognition for Outstanding Service to Community</b> , Congressman Mike Honda, 2010
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WORK EXPERIENCE	<b>COLLEGE OF ALAMEDA, DIRECTOR OF STUDENT ACTIVITIES AND CAMPUS LIFE</b> <b>OAKLAND/ALAMEDA, CA</b> Apr 2016- Oct 2017
	<ul style="list-style-type: none"><li>• The direct oversight of Program specialist, 8 student staff and the coordination of the college's signature events including awards banquet, faculty appreciation luncheon and College Commencement.</li><li>• Possess command of District Board policy and assured department was operating in compliance to district procedures, Student Code of Conduct, Education Code and any other related state/federal laws.</li><li>• Direct administrator with the oversight of the Student Center which included the campus cafeteria, health services, bookstore, reflection room, computer lab, Student Government offices, Gaming Area, student lounge, International Services and the offices of other student services.</li><li>• Executive oversight of a \$450,000 budget made up over various fund sources and accounts. Processed various business requisitions, account transfers, timesheet approvals, and contract agreements.</li><li>• Work collaboratively across with key student services departments (Outreach, Welcome Center, Financial Aid, Admissions, Health Services), faculty and District Activities counterparts to help coordinate strategic campus activities that were in alignment to the co-circular mission of the college and District.</li></ul>

*Special Projects/ Accomplishments:*

- Increased participation in student activities by 300% in a year's time. For a small college of 3500 FTE, data collection showed the department has hosted over 130 events and recorded over 2500 attendees in one year's time. This is a dramatic difference for a commuter campus.
- Revived, stabilized and sustain a strong Student Government board and Interclub Council (ICC) through establishing a biweekly leadership development curriculum and the college's first annual three day long leadership retreat. Student board went from 3 members to 12. ICC went from 4 clubs to 15

- Established the college's first "Workshop Series" hosting over 70 workshops in one year featuring facilitators from various student services staff, counselors, faculty, local community base organizations and businesses. Topics included study strategies, time management, budgeting, financial aid, health services and more.
- Increased student and faculty participation for the college's annual commencement by 20%
- Developed, initiated and compiled the department's first assessment tools and processes on student participation, satisfaction and evaluation as it relates to student learning and program outcomes.

**UC DAVIS CROSS CULTURAL CENTER, PROGRAM ADVISOR**

**DAVIS, CA**

Sep 2012 - Present

- Fostered collaboration with faculty, other campus units, student organizations and academic departments. Member of several boards including Asian & Pacific Islander retention, cultural resource pages, African Continuum, Asian Pacific Staff and Faculty Association, etc.
- Student of Diverse Affiliates (SODA) Inter-club Council Advisor. Oversight of council budget, student activities and master calendar
- Provide advising support to UC Davis students around areas of academic retention, event and program development, cross-cultural dialogue and leadership. Managed and improved the leadership development curriculum and training for over 28 student staff.
- The direct over site of 6 student staff and the coordination of major University annual cultural events. The fiscal management of a budget of over \$60,000 managing direct purchase orders, account transfers, timesheet approvals, contract agreements, balancing between multiple budgets and accounts.
- Strong sense for administrative policies and the education code
- Developed and maintained assessment for events based on student learning outcomes and program goals

*Special Projects/ Accomplishments:*

- Fundraised over \$12,000 in one fiscal cycle for cultural and student programs
- Founder and Coordinator, Southeast Asian Resource Pages, 2013, 2014
- Founder, Teacher and Coordinator, Southeast Asian Men Success Seminar & Retreat, 2016
- Increased attendance to Black Family Day and Asian Pacific Culture Night by 200%
- Increased the number of events for Culture Day programs by 300%
- Revamped the marketing training for student staff and improved Social Media Communications for center.

**UC DAVIS SCHOOL OF EDUCATION, CENTER FOR COMMUNITY SCHOOLS PARTNERSHIPS, ANALYST**

**DAVIS, CA**

Feb 2012- Sept 2012

- Develop a State-wide Nutrition & Physical Activity Survey tool to evaluate after-school environment in partnership with the California Department of Public Health
- Develop a State-wide Nutrition & Media Literacy curriculum through extensive review of best sources & pilot testing

**ASIAN RESOURCES, YOUTH SPECIALIST**

**SACRAMENTO, CA**

Jun 2009 – Feb 2012

- Fostered strong collaborative relationship with several community partners, school staff, and foundation representatives. Committee member of several community initiatives, planning boards and coalitions
- Outreach and facilitated weekly workshops on college preparation and job readiness to over 20 Sacramento high schools

- Provide career and college counseling & referral services to youth ages from diverse low-income communities. Case managed 50 youth through a summer long intensive 200 hour employment & college preparation program
- Founded and administrated a leadership youth group of 15+ dedicated to executing community-based initiatives such as educational forums & service learning projects
- Developed and taught full English as a second language curriculum to recent adult refugee/immigrants

*Special Projects/Accomplishments:*

- Facility Manager, Youth Career Resource Center: “Access Lounge”
- Coordinator, College Field Trip, hosted & managed finances for 20 youth to visit Bay area colleges for a 3day/2night trip, 2012
- Event Head Planning Committee Chair, Sacramento Youth Hate Crime Forum 2009, 2010
- Event Planner, ARI Holiday Toy and Gift card Giveaway Distribution 2010, 2011
- Coordinator, California state wide outreach 2010 Census Survey: Press Conference
- Committee Chair, Asian American Movement Leadership Academy 2010, 2012

**EARLY ACADEMIC OUTREACH PROGRAM, COLLEGE COUNSELOR**

**RICHMOND, CA**

Jan 2006 – Jun 2008

- Managed & budgeted a weekend-long college tour for Richmond students to see 6 colleges campuses in Southern California
- Worked directly with 120+ low income, first generation disadvantaged students at 2 different school sites. Monitored & mentored students in their academic progress in the pursuit being admitted to a 4-yr Universities
- Professionally trained in undergraduate admissions & provided direct student consultation.

**COMMUNITY & LEADERSHIP**

**LOS RIOS COMMUNITY COLLEGE DISTRICT, FACULTY DIVERSITY PROGRAM**

Jun 11 – May 2015

- 34 hours of faculty instruction on curriculum, instruction, assessment, student learning outcomes, teaching strategies for diverse learning styles, theory and practice
- Developed and taught Human Career Development (HCD) 310, “College Success” in Spring 2015
- Guest lectured for three other HCD courses in Spring 2015 including for the chair for the dept.

**SACRAMENTO BOYS AND MEN OF COLOR ALLIANCE**

Jun 11 – Present

- Facilitate and develop a coalition based initiative comprised of more than 30 non-profit organizations to increase the academic and life success of young men of color in Sacramento while collaborating with state-wide partners and the California Endowment
- Hosted a successful Boys and Men of Color Educational Summit at UC Davis with more than 150 participants

**COUNCIL OF ASIAN PACIFIC ISLANDERS TOGETHER FOR ADVOCACY AND LEADERSHIP (CAPITAL)**

Aug 10- Present

- Appointed by the CAPITAL board to advocate on youth and education based issues
- Help establish the Collaboration, Advocacy and Leadership (CAL) community grant and personally raised more than \$2000