



John Dang

PROFESSIONAL SUMMARY

A motivated leader seeking a management position to catalyze innovation, inspiration and motivation towards the development of individuals and groups in a quality driven work environment.

CONTACT INFORMATION

Email: tamu.johndang@gmail.com Cell: 214-909-4285

AREAS OF EXPERTISE

- Midsize Team Supervision
- New Employee Training
- Operations & Compliance Auditing
- Strategic & Tactical Planning
- Risk Assessment Management
- Enforcing Policies & Procedures
- Fraud & Vulnerability Analysis
- Quality Assurance Processes
- Month, Quarter, & Year-End Close Reporting

SKILLS SUMMARY

- Proficient in Spoken Vietnamese
- Computer Experience: Word, Excel, Outlook, Office 365, SharePoint, Adobe Photoshop & Premiere, Etapestry, Constant Contact, Wix, Canva, and S'More
- Outstanding Servant Leadership skills, focused on development of team members
- Stellar interpersonal skills, including conflict resolution
- Excellent written and verbal communication skills
- Great organizational and administrative skills, emphasis in detail and accuracy
- Successful at increasing efficiency and productivity
- Effective at creating and implementing Standard Operating Procedures
- Problem-solving through analysis and lateral thinking.

PROFESSIONAL EXPERIENCE

DRUG PREVENTION RESOURCES – DALLAS, TX

AUG/2016 – PRESENT

Administrative Assistant and Data Support

Supervise and manage Programming Personnel and Data within an educational nonprofit organization

- Supervised and trained staff to adeptly go above and beyond job duties and the organization mission statement to provide unparalleled service to youth, adults, and communities in the Dallas/Fort Worth metroplex
- Increased overall staff morale by establishing personal connections and fostering a positive and energetic work environment that recognizes and values the strengths and accomplishments of each staff member
- Established and coordinated an internship program while developing volunteers' and interns' skill sets to prepare them for future careers in social work
- Revamped all existing programming documents, procedures, and policies by producing simpler processes
- Developed multiple data tracking measurement tools to comply with Federal and State regulations
- Created standard operating procedure and documents for new auditing process consistent to Federal and State standards for nonprofits

Professional Résumé

- Regularly conducted risk analysis and recommended effective solutions to mitigate issues.
- Performed independent audits related to programming in accordance with self-formulated organization procedures and professional standards, including drafting of audit reports, presenting issues to Director of Programming and discussing practical solutions resulting in effective input to regulatory corrective actions
- Identified inconsistencies in data or results, defined documentation issues and formulated recommendations on policies, procedures and practices.

Bryan's House - DALLAS, TX

MAY/2016 - AUG/2016

Summer Schooler's Teacher

Taught students ages 8 through 14 during a summer program within a special medical-based support nonprofit organization

- Cultivated an environment for students to adopt positive self-identity, thoughts, and decision-making
- Introduced creative and engaging educational and team-building activities for students to develop their social skills.
- Improved students' behavior when not supervised through evidence-based positive reinforcement techniques

TEXAS A&M PROJECT SUNSHINE, TEXAS A&M UNIVERSITY COLLEGE STATION, TEXAS

JAN/2014 –DEC/2015

Huddle Leader

Led 30 college students within a special-needs focused nonprofit organization

- Nurtured and promoted group members' interpersonal communication skills through individual and group training sessions and activities
- Counseled members through personal and educational adversity
- Guided members through various community service projects involving kids with special needs and their families

TREVOR REES-JONES BOY SCOUT CAMP, ATHENS, TEXAS

JUN/2012 – JUL/2012

Field Sports & Athletic Director

Directed the Field Sports Department and Camp-wide activities at a major Scouts of America Camp

- Collaborated with troop leaders to develop and instill leadership qualities and skills in scouts
- Oversaw merit badge lesson plans and activities
- Planned & supervised all camp outdoor group activities

EDUCATION

- Amberton University, Garland, Texas Anticipated Jun 2020
Master of Business Administration in Strategic Leadership
- Texas A&M University, College Station, Texas Dec 2015
Bachelor of Science in Health, Summa Cum Laude