

Alexander M. Le
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OBJECTIVE:

To be a Director or Coordinator of student services within a non-profit organization catering to the needs of K-12 students from low income families.

QUALIFICATION SUMMARY

I have three years of experience working with K-12 Asian students from low income families who seek guidance to meet their educational needs. These educational needs include tutoring on school subjects like Math and English. Aside from working with students, I have seven years of leadership experience working in the educational and administrative fields. Outside of the work environment, I have provided service to the community by co-founding an after-school center that caters to the needs of low income Asian families, volunteering at a non-profit organization, assisting the homeless, working with children (mainly Asian and Latino), and visiting with seniors at a nursing home/ community center. In addition, I am fluent in Vietnamese and a translator for non-native English speaking Vietnamese people.

NON-PROFIT AND MANAGEMENT EXPERIENCE

Truong Tri Duc After School Center (Non-Profit)

Co-founder and Tutoring Coordinator,

July 2005 – July 2008

San Jose, California

- Helped “build” the center from the ground up.
- Responsible for the educational needs of Asian K-12 students from low income families.
- Took care of the needs and requirements of the Directors and Board of Directors.
- Performed Human Resources duties: Interviewing, hiring, and firing.
- Dealt with both external and internal affairs of the tutoring center.
- Managed six indirect employees and 50 plus students from K-12th grade.
- Organized employee workshops to facilitate positive work environment.
- Built lasting bonds with students’ parents to establish mutual understanding.
- Established professional relationships with elementary school teachers to understand the complexities of being a teacher.
- Created lasting connections with other non-profit organization founders and leaders for

personal development and insight.

- Worked with Directors of educational programs like EOPS: Extended Opportunities Programs and Services to understand the underpinnings of student services.
- Assessed the needs of students and tutors to provide a robust, reliable, and harmonious study/work environment.
- Acted as translator for Vietnamese parents who spoke limited English.
- Provided tutoring and consulting services for students and parents.
- Held tutor-parent meetings to discuss the progress of students.
- Produced lesson plans for students.
- Generated weekly student progress reports.
- Created and conducted educational workshops for students.
- Put together a young author's workshop to encourage confidence and creativity in writing.
- Acted as a mentor to students who have family, school, or social hardships.
- Provided help to students with special needs, i.e., students with attention deficit disorder.
- Mediated conflict between students.
- Maintained tight budget issued by Director, Co-Director, and Board of Directors.
- Set up a 30-computer lab for students to do their homework and obtain needed research material via the Internet.
- Organized holiday parties for students and tutors in order to make the environment festive during holidays.

Peelle Management Corporations

Senior Administrative Assistant,
November 2000 to January 2004
Campbell, California

- Assisted President, Vice President, and Human Resources with administrative duties.
- Operated under strict timelines set by management.
- Trained other Administrative Assistants on behalf of upper management.
- Supervised HQ Mailroom by being responsible for incoming and outgoing mail, postage costs/budget, and the replenishing of postal supplies.
- Kept up with supply requests set by management.
- Monitored, maintained, and purchased essential office supplies and envelopes that are required for a smooth workflow.
- Responsible for company credit cards as Senior Purchasing Agent.
- Managed the upkeep of the interior and exterior of the corporation's buildings.
- Maintained/repaired office equipment, i.e., copier, printers, postage machines, and computers.
- Performed UPS, Fed-Ex, and DHL courier services for management.
- Assisted receptionist by answering multi-line front desk phone and greeting guests.
- Delivered interoffice correspondence from headquarters to other offices, in state and out of state.
- Organized company events under the instruction of upper management.

EDUCATION

Bachelor of Communication Studies, in progress.

San Jose State University, San Jose, California

Current GPA 3.4/4.0

August 2007 – December 2009

Courses taken include:

- COMM. 161 Comm. & Culture (*Fall 2007*)
- COMM. 173 Comm. and Global Understanding (*Spring 2008*)
- SOSC 177 Society and Education (*Spring 2009*)
- SOCI 162 - Race/Ethnic Relations (*Summer 2009*)

Associate in Liberal Arts Degree, Social & Behavioral Science emphasis.

DeAnza College, Cupertino, California

Earned GPA 3.0/4.0

January 2004 - June 2006

Primary Focuses:

- Interviewing and Counseling
- Behavioral Analysis

PEDAGOGY-RELATED SKILLS

- Classroom Observer – Committed 15 hours to observing a second grade class in order to see how a class in an all minority school is conducted.
- Advocate of equal education for minorities – Researched the workings of the U.S. public school sorting system in order to advocate for a change that lessens the educational gap between minorities and the majority.
- Humanistic Researcher – Received NIH, Office of Human Research certification in 2008. Certification # 13246.
- Ethnographer – Observed Communication Studies students in Communication classes measuring the degree of student self disclosure used in a particular class setting.
- Interviewing Researcher – Developed surveys and conducted interviews to gather pertinent information for research study on student self-disclosure.
- Wrote papers that received full marks concerning topics like minority status in schools and educational gap.
- Developed cohorts consisting of SJSU professors and likeminded University students in order to establish a manageable student life.

MULTI-CULTURAL EXPERIENCE

- Bilingual in English and Vietnamese.
- Assisted in the betterment of the Vietnamese community by working with Vietnamese community leaders.
- Worked with second grade students from a predominately Latino school in order to understand the hardships that Latino students from low-income families face on a daily basis.
- Citizenship Test Prep. Advisor – Worked with Asian immigrant senior citizens who required assistance before taking the citizenship test.
- Speaker on the harms of Heteronormativity – Researched the phenomena of Heteronormativity and spoke on San Jose State University's first Bay Area Undergraduate Communication Research Conference in Spring 2009.
- Traveled throughout parts of the U.S., Europe, and Asia to gain world-wide experience while developing a better understanding for multi-cultural beliefs and practices; places like Australia, France, Vietnam, and Japan .

CITED MULTI-CULTURAL LITERATURE

- Kozol, J. (2006). *The Shame of the Nation: The Restoration of Apartheid Schooling in America*. California: Three Rivers Press.
- Bonilla-Silva, E. (2006). *Racism without Racists: Color-Blind Racism and the Persistence of Racial Inequality in the United States*. Maryland: Rowman & Littlefield Publishers, Inc.
- Freire, P. (2000). *Pedagogy of the Oppressed*. New York, New York: Continuum International Publishing Group.

MENTORING/LIFE COACHING

- Mentored students/tutees from K-12 with educational or family hardships. Most of the time was the mediator in troubled families.
- Used training provided by Buddhist Masters/Mentors to help persons in need of direction or advice concerning their personal life and struggles.
- Dutifully helped at risk youths, children of single parents, parents in need of parental advice, persons in need of Buddhist practice and theory advice, and family and friends in need of guidance/advice.
- Successfully changed lives of students or mentees that require a different outlook on their own lives, acted more like a “big brother” figure.

PHILANTROPY BACKGROUND

- Served as President of a volunteer club at DeAnza College – Elected as President for International Student Volunteers Club in 2005. Responsibilities were organize volunteer events, communicate with organizations that require volunteer help, develop programs to help international students be acquainted with college life in America, helped feed the homeless, cooked for low SES families at an elementary school, among other philanthropist activities.
- Volunteer for Project Shine – Committed approximately a total of sixty hours of volunteering at Project Shine, San Jose in 2008-2009. Responsibilities were preparing Asian immigrant senior citizens for U.S. citizenship test and teach ESL.
- Volunteer at Quan The Am Buddhist Temple from 2005 to current. Responsibilities include feeding the homeless, help organize temple events, and help with new construction.

GENERAL SKILLS

- Proficient in PC, Microsoft Word, MS Excel, MS PowerPoint, and Internet research.
- Quantitative and Qualitative Research.
- Humanistic Research.
- Speaking at conferences and seminars.
- Conflict mediation.
- General receptionist duties.

PERSONAL ENRICHMENT ACTIVITIES

- Volunteer at Quan The Am Temple, 2005 - Current
- Volunteer for Project Shine, 2008 - Current
- Poetry Writing, Current
- Speech Writing (mainly motivational speeches), Current
- Life Coaching, Current
- World Traveler, Current

PROFESSIONAL REFERENCES

- 1.) Venerable Thich Giac Minh
Buddhist Master, Founder, and Director of Tri Duc School
1315 McLaughlin Avenue
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- 2.) Venerable Thich Giac Nguyen
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- 3.) Renee Moore
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- 4.) Mr. Savander Parker
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- 6.) Chris Duong
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- 7.) Nicholas Zoffel, Ph.D.
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