

Jin Chang

PROFILE

- . Strong background in teaching, analytical writing, and program administration.
- . Hard-working team player with great communication and administrative skills.
- . Computer skills include: Microsoft Windows, Microsoft Office, email and Internet.

EXPERIENCE

Partners in Development Foundation - Ka Pa'alana Preschool 2011 – Present
Co-Program Manager

- . Provide operational oversight to ensure that project complies with grant requirements and meets timelines and objectives
- . Create and maintain positive relationships with community partners and organizations
- . Coordinate the completion and timely submission of required grant reports
- . Manage and monitor budgets
- . Provide ongoing staff development opportunities to ensure quality program delivery

Partners in Development Foundation - Ka Pa'alana Preschool 2007 - 2011
Tech Specialist/Preschool Teacher

- . Responsible for planning and implementing culturally relevant math/science/computerized curriculum that meets Hawaii Preschool Content Standards.
- . Create interactive, computer-based lessons to supplement culturally relevant math/science curriculum.
- . Assist in assessment of program participants.

State of Hawai'i-Department of Labor and Industrial Relations 2001 - 2007
UI Specialist III

- . Educated public about current labor/unemployment insurance requirements and laws through on-site informational meetings/seminars/lectures.
- . Adjudicated eligibility of claimants by obtaining relevant information from interested parties.
- . Rendered determination on fraud/overpayment cases.

State of Hawai'i-Department of Education (Niu Valley Middle School) 1999 - 2001

Summer School Teacher

- . Created and taught summer school art and English curriculum for incoming seventh graders.
- . Tracked and evaluated progress of 50+ students through content-based testing as well as portfolio review.
- . Fostered parent involvement by communication with parents on a regular basis and participating in end of term talent show.

Marimed Foundation 2000-2001
Youth Counselor

- . Provided counseling and guidance services to troubled youth in a residential setting.
- . Evaluated progress of program youths through daily reports.

- Taught various life and academic skills.

State of Hawai'i-Department of Education (Waialua High School)

2000

Teacher

- Created and taught English and Business curriculum for various grade levels.
- Worked in conjunction with Business Teacher to run a student-based agriculture business with tea plants that were grown, cultivated, and packaged by students.

EDUCATION

University of Hawai'i at Mānoa

Bachelor of Education with emphasis in English Education

PROFESSIONAL DEVELOPMENT

- Participated in over 2500 hours of professional development opportunities involving leadership, supervision, early childhood development, and safety/health
- Completed the following notable professional development workshops: Hawai'i Employers' Council Series on Supervision, Leadership Works, and Foundations in Family Literacy (National Center for Families Learning)
- Castle Colleagues 2014
- Pacific Century Fellow 2016