

Shannon Ng

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Education

Kalani High School – Honolulu, HI
Diploma, June 2005

University of Hawaii at Manoa – Honolulu, HI
Bachelor of Arts in Sociology, May 2009

Work History

University of Hawaii at Manoa, College of Education, May 2009 - present

Assistant Administrative Support Specialist

Assist Administrative Officers in the reviewing and processing of various fiscal and personnel documents (i.e., employee travel, employee leave forms, College-wide payments, etc.)

University of Hawaii at Manoa, College of Education, August 2006 – May 2009

Clerk Typist

General office duties included filing, copying, mail sorting, running errands, etc. Duties also included reviewing various fiscal documents before giving them to the Administrative Officers for approval.

The Clothes Chick, Honolulu, HI, November 2009 – March 2010

Sales Associate

It is a resale clothing store and duties included cash handling, customer service, general maintenance of the store, advertising of sales, opening and closing of the store, as well as issuing store credits to customers in exchange for any clothes that we accepted from them.

Times Supermarket Kahala, Honolulu, HI, September 2004 – August 2005

Courtesy Clerk/ General Clerk

- Duties included: general customer service, cash handling, balancing of cash drawer, bagging groceries, general maintenance of the store, and light stocking of items.

Volunteer Experience

Pisco Sin Fronteras, Pisco, Peru, April 2010 – May 2010; July 2010 – November 2010 (Volunteer/Co-Project Manager)

Helped to aid in disaster relief efforts to rebuild the city of Pisco, which was hit by an earthquake in 2007. Worked on projects that involved building houses, digging trenches, constructing tables for children, child care, site assessments, and project management. Project Managers oversee projects to make sure they run smoothly; correspond with fellow volunteers to make sure needs are met and make sure the number of projects balances the number of volunteers.

Friends for Asia, Chiang Mai, Thailand, September 2009 (Volunteer)

Worked at a single mothers' home and helped in the caring of the children while the mothers worked and/or learned English.

References

Myra Shannon, Assistant Administrative Officer
University of Hawaii at Mānoa, College of Education
808-956-8600
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Carmen Mauk, Executive Director
Burners Without Borders
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Thays Munhoz, Operations Director
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