

KRISTINA LUANGAMATH

9055 Jenni Circle, Jonesboro, GA 30238

sites.gsu.edu/kluangamath1

kluangamath@gmail.com

404-988-7732

PROFESSIONAL EXPERIENCE

Student Assistant | Asian Studies Center

Georgia State University, Atlanta, GA

January 2016 – May 2016

- **Department Assistant:** Advised students and corresponded with professors. Held general administrative duties, such as secretarial tasks and coordinating department meetings.
- **Public Relations:** Planned and coordinated university events. Arranged venue and accommodations, took photos, coordinated set-up and clean-up, and interacted with guests.
- **Marketing:** Designed and edited the contents of the department website and flyers, wrote blog posts, and managed the department email and listserv.

Student Assistant | Modern and Classical Languages Department

Georgia State University, Atlanta, GA

January 2016 – May 2016

- **Undergraduate Assistant:** Prepared classroom materials, researched source materials, and aided the graduate teacher assistant. Aided and coordinated events.
- **Department Assistant:** Performed regular reception, secretarial, and maintenance duties. Aided professors and students.

EDUCATION

Georgia State University, Atlanta, GA – Grad: Spring 2017

English, Rhetoric and Composition – Bachelor of Arts

Asian Studies, Language Studies – Bachelor of Interdisciplinary Studies

- GPA: 3.54
- Honors College
- Dean's List

EXPERTISE

Communications – Experience in public speaking and speech writing for a diverse audience demographic.

Education – Background in tutoring and teaching. Primary subjects taught are English, English as a Second Language, and English for Specific Purposes.

Languages – Fluent in English. Proficient in Lao, Thai, and Japanese.

Technical/Business Writing – Experience in technical writing and business writing. Focus on business genres, editing, and formatting.

Technology – High technology literacy. Types 45-60 words per minute. Familiar with computer applications (Microsoft, Adobe, etc.) and basic technical support. Ability in web based design, graphic design, and blogging. High learning curve.

COMMUNITY

Georgia State University – Global Ambassador, Intensive English Program Conversation Partner (2014 – 2016), Soka University Conversation Partner (Summer 2016)

Laotian American Society – Assistant Director of the Education Board (2015-2016)