

# Chee Yang

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## Education

**Master of Public Affairs - University of Wisconsin-Madison La Follette School (LFS)** **May 2025**

**Bachelor of Arts - University of Wisconsin-Madison (UW-Madison)** **May 2024**

- Major: Legal Studies Minor: Public Policy

## Case Management Experience

**Principal Academic Leader** **August 2024 - May 2025**

***Pre-College Enrichment Opportunity Program for Learning Excellence*** **Madison, WI**

- Proactively identified students at risk of academic failure, referring them to counselors and academic advisors to promote retention
- Developed student recovery plans, individualized service plans, and strategies to enhance student motivation
- Collaborated weekly with content specialists to assess student progress and adjust learning plans to enhance student outcomes
- Supervised tutorial staff members, offering coaching and feedback to ensure consistent, high quality academic support
- Delivered engaging instruction based on curriculum developed by education content specialists, ensuring alignment with academic standards and individualized student needs

**Grant Administrator** **August 2023 - May 2024**

***Center for Leadership and Involvement, Wisconsin Experience Grant*** **Madison, WI**

- Oversaw the allocation of \$30,000 in grant funding during 2023-2024 fiscal year, ensuring fair and strategic distribution on merit
- Coordinated and facilitated weekly committee meetings, documenting discussions and decisions to ensure transparency
- Drafted and distributed acceptance and denial letters, including detailed rationales and follow-up information
- Monitored grant milestones and deliverables across multiple projects, ensuring adherence to fiscal timelines
- Maintained accurate financial documentation, including tracking receipts, invoices, and expenditure reports to uphold compliance and financial accountability
- Evaluated the quality and feasibility of grant applications, providing individualized advising and consultations to strengthen proposals and align them with funding priorities

**Lead Peer Navigator** **May 2022 - May 2024**

***UW-Madison Center for Educational Opportunity*** **Madison, WI**

- Provided individualized student support, connecting scholars with appropriate campus resources to address academic, personal, and financial challenges
- Designed and facilitated inclusive, engaging events to foster community among scholars and strengthen program engagement
- Led the implementation of a redesigned programming structure to improve scholar satisfaction and participation
- Supervised a team of student advisors, conducting monthly meetings to provide mentorship and professional development
- Collaborated with campus partners to host events specifically tailored to first-generation students, increasing awareness and access to academic, wellness, and financial resources

## Professional Experience

**School Ambassador** **August 2024 - May 2025**

***UW-Madison La Follette School of Public Affairs*** **Madison, WI**

- Advised prospective students by coaching them through application process to increase volume and diversity of application pool
- Delivered virtual and in-person presentations to audiences of 25+ to promote LFS academic programs and student experiences
- Collaborated with Outreach Team to create engaging multimedia content, enhancing LFS's digital presence and outreach impact
- Planned and executed inclusive, student-centered events to foster a welcoming community and provide student support
- Engaged prospective students and parents through campus tours while providing a comprehensive review about academic programs, extracurricular activities, and campus resources

**Research Assistant** **August 2023 - May 2024**

***Baby's First Years*** **Madison, WI**

- Reviewed and edited interview transcripts to ensure transcription accuracy and fidelity to participant responses
- Maintained and updated SPSS databases by cleaning, coding, and entering quantitative data, ensuring accuracy and consistency
- Independently tracked research developments and adjusted tasks accordingly to meet deadlines with minimal supervision

- Conducted qualitative coding of interviews with low-income mothers receiving unconditional cash transfers, identifying key themes for policy-relevant analysis

**Research Assistant**

**June 2023 - December 2023**

***Center for Family Wellbeing and Justice***

**Madison, WI**

- Facilitated evidence-based parenting classes for incarcerated mothers and fathers via Zoom, supporting skill development and family connection during incarceration
- Conducted research interviews via Zoom and phone calls with incarcerated parents and caregivers about program experience
- Entered and validated both quantitative and qualitative data using SPSS to ensure accuracy and integrity in research findings
- Performed an independent literature review and background research to support a report on reentry practices, contributing to the development of policy-relevant recommendations

**Research Assistant**

**June 2023 - September 2023**

***Opportunities for New Directions with Wisconsin's Hmong Community***

**Madison, WI**

- Conducted in-language research interviews with Hmong elders to gather culturally grounded insights on health perceptions, contributing to a broader community-based study on wellbeing
- Engaged elders in meaningful dialogue to inform research, ensuring cultural relevance and community trust in data collection
- Coordinated and scheduled interviews, managing logistics to accommodate participants' availability and needs
- Provided ongoing feedback on interview materials to enhance clarity, cultural sensitivity, and effectiveness of research

**Executive Education Assistant**

**January 2022 - May 2023**

***UW-Madison Center for Patient Partnerships***

**Madison, WI**

- Assisted faculty with class facilitation and course material organization to ensure smooth instruction and access to resources
- Managed confidential client inquiries via email and phone and communicated matters to professors and students involved
- Provided real-time technical and logistical support for hybrid synchronous courses, including managing Zoom sessions, creating breakout rooms, monitoring chat, and recording and distributing class sessions to students
- Developed and distributed training materials, office protocols, and organized student records each semester to streamline operations and ensure consistency

**Library Student Support Assistant**

**May 2021 - January 2022**

***UW-Madison MERIT Library***

**Madison, WI**

- Managed circulation tasks, including checking materials in and out and maintaining accurate records
- Assisted patrons in locating books, equipment, and reference materials, and general inquiries to enhance user experience
- Provided real-time technical support during synchronous Zoom classes, resolving issues promptly, setting up breakout rooms, and assisting students and faculty

**Volunteer and Leadership Experience**

**Wisconsin Experience Grant Committee Chair** - Wisconsin Experience Grant

**September 2023 - May 2024**

**Child-Friendly Jail Visits** - Lab for Family Wellbeing and Justice

**July 2023 - January 2024**

**Secretary** - UW-Madison First Generation Student Success Student Organization

**August 2022 - May 2023**

**Houseless Student Mentor** - UW Building Academic, Social, & Emotional Support

**August 2021 - May 2023**

**English Tutor** - Literacy Network

**May 2022 - August 2022**

**Election Committee Member** - UW-Madison Hmong American Student Association

**May 2022**

**Skills**

**Hmong language skills:** fluent in speaking, reading, and writing

**Cultural competency:** advanced experience working with youth and historically disadvantaged populations

**Data collection:** use SPSS and STATA to track and analyze qualitative and quantitative data

**Presentation skills:** able to present information concisely to a wide range of audiences

**Time management:** utilize Google and Microsoft suite to monitor progression among multiple tasks

**Collaboration:** experience working with teams and managing projects, e.g assigning responsibilities, monitoring progress, communicating updates

## References

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### **Ibrahim Baalbaki**

Academic Advising Manager

Affiliation: Center for Educational Opportunity

Relationship: Supervisor

Phone number: 414-588-0489

Email: baalbaki@wisc.edu

### **Jennifer Unitan**

Graduate Program Admissions and Recruitment Coordinator

Affiliation: La Follette School of Public Affairs

Relationship: Supervisor

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### **Mo O'Connor**

Graduate Program Manager

Affiliation: La Follette School of Public Affairs

Relationship: Graduate Program Advisor

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