

YANG XIONG

(916) 647-7815 | xiongyang@saccounty.gov

EDUCATION

- Leadership Fellow, Sierra Health Foundation, May 2019
- Master of Science in Public Policy & Management, Carnegie Mellon University, May 2000
- Bachelor of Arts in Psychology, UC Berkeley, December 1995

SUMMARY OF SKILLS

- Accuracy & Detail-oriented
- Adaptability & Flexibility
- Collaboration & Teamwork
- Independence & Takes Initiative
- Leadership & Management
- Communication & Interpersonal Skills
- Creativity & Innovation
- Conflict Resolution
- IT skills (MS Office Suite, networking, video editing, video conferencing, social media, website building, and more)

EMPLOYMENT

- *Administrative Service Officer I*, County of Sacramento, Sacramento, CA (10/19 – 12/21 and 9/22 - Present)
 - Oversee all administrative tasks and coordinate the annual contract renewal process for the contracts administered via the Cultural Competence & Ethnic Services Unit and in Primary Health Services.
 - Handle credentialing of clinicians;
 - Review for accuracy and process contract providers' monthly invoices and contract amendments;
 - Provide administrative support during the process of creating and issuing RFAs and RFPs;
 - Collaborate with other administrative service staff in providing support to program coordinators, planners, and managers;
 - Work closely with the lead program planner and unit manager in preparing the yearly Cultural Competence Plan Update; and
 - Supervise administrative support staff.
- *Human Services Program Planner Range B*, County of Sacramento, Sacramento, CA (12/21 – 9/22)
 - Oversaw the development and implementation of the following projects and grants: Wellness Crisis Call Center and Response Team (project), Crisis Care Mobile Units (grant), Behavioral Health Continuum Infrastructure Program – Round 3 (grant), adult mental health App (grant), Behavioral Health Services Resource Card/Flyer (project), and Lock Boxes (project);
 - Collaborated with multiple staff members from supporting units (Quality Management Unit; Avatar Unit; Research, Evaluation & Performance Outcomes Unit; Substance Use Prevention and Treatment Unit; Mental Health Services Act Unit; Dept. of General Services; and others)
 - Wrote board letters and completed quarterly reports;
 - Facilitated meetings and recorded minutes; and
 - Corresponded with outside customers and funders as required.
- *Executive Director*, Sacramento Cultural & Linguistic Center (formerly Southeast Asian Assistance Center), Sacramento, CA (11/15 – 10/19)
 - Provided overall hiring, supervision, and leadership to a culturally diverse staff;
 - Trained staff to provide culturally & linguistically competent services to clients;
 - Created and revised systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements;
 - Modeled professional behavior and coached/mentored staff to develop their maximum potential;
 - Ensured quality program services within established budgets;
 - Wrote grant proposals and renewal of grants and other funding opportunities;
 - Completed monthly, quarterly, and annual reports for funding sources;
 - Provided all documentation to comply with contractual agreements;

- o Conducted program monitoring and evaluation;
 - o Provided oversight for the completion of all administrative, financial, and organizational functions;
 - o Attended meetings of the Behavioral Health Services Cultural Competence Committee, as well as meetings of other associations and collaboratives;
 - o Maintained close working relationships with funders and other community agencies;
 - o Set long and short-term programs and strategic goals in partnership with the Board of Directors;
 - o Implemented Board policies; and
 - o Reviewed and addressed client and staff concerns and grievances.
- *Internet Entrepreneur*, Yang Enterprise, Elk Grove, CA (3/13 - Present)
- o Worked with people from across the globe via the internet on various online businesses;
 - o Developed online marketing systems to attract new customers and team members;
 - o Developed websites and tools (e.g., Excel spreadsheet calculators, Google forms, etc.) for support and training of a global team; and
 - o Held conference calls and video conferences with team members using today's cutting-edge technologies such as Google Hangouts, Team Viewer, Skype, etc.
- *Service Coordinator*, Alta California Regional Center, Sacramento, CA (11/02 - 02/14)
- o Provided case management and advocacy for people with developmental disabilities;
 - o Assisted consumers and their families in acquiring and maintaining assessed supports and services, including transportation, vocational training, day programming, education, mental health services, and medical care;
 - o Served as an advocate for the consumer with community agencies and consulted with and assisted vendors with certifications, applications, and referrals;
 - o Participated in the development, implementation, and revision of Individual Program Plans for consumers;
 - o Completed all required forms, documentation, and reports per regulations and agency policies and procedures;
 - o Rotated as officer-of-the-day duties with other Service Coordinators;
 - o Assisted co-workers with special projects, unique problems, vacation, and sick relief; and
 - o Provided emergency on-call services when required.
- *Project Director*, Chico Hmong Advisory Council, Chico, CA (7/03 - 2/04)
- o Applied for and was awarded a grant of \$25,000.00 by the Central Valley Partnership to engage the Hmong community in civic action by bringing public officials and agencies to become more accountable, which resulted in the hiring of a Hmong speaking staff at the Housing Authority of the County of Butte;
 - o Developed a Hmong cultural diversity curriculum and trained the Chico Police Department on Hmong history and culture.
- *Employment and Eligibility Technician*, County of Butte, Oroville, CA (9/02 - 11/02)
- o Reviewed and processed clients' monthly reports to determine eligibility for public assistance.
- *District Parent Education Liaison*, Migrant Education Program, County of Butte, CA (4/02 - 7/03)
- o Facilitated and conducted district Parent Advisory Committees (PAC) meetings;
 - o Provided support for PAC officers;
 - o Provided parent training (i.e., school policies, Robert's Rules of Order, Literacy, and others);
 - o Organized and conducted school visitation;
 - o Prepared and completed paperwork for parent education-related activities;
 - o Fostered active participation in migrant Area, Region, State Parent meetings, and other training offered to Parent District Officers or alternates;
 - o Coordinated and collaborated with community and district-wide parent education activities; and
 - o Advocated on behalf of migrant families.
- *Program Administrator/Project Director*, Asian Pacific Psychological Services, Oakland, CA (7/01 - 3/02)

- o Executed typical administrative functions: monitored staff productivity, met with other supervisors, acted as liaison to other service providers and collaborative members, wrote reports to funders, and managed the agency's San Pablo, CA branch office.
 - o Oversaw and implemented all aspects of a federally funded substance abuse prevention project: worked directly with the Federal Project Officer and Project Evaluator, supervised a staff of five, planned and delegated tasks to the team, and contacted and collaborated with other agencies and public schools to implement the project.
- *Program Director, International Institute of the East Bay, Oakland, CA.* (6/00 - 7/01)
- o Established program policies, procedures, and systems;
 - o Managed program meetings, schedules, and decision-making;
 - o Developed, maintained, coordinated, assessed, and evaluated program areas;
 - o Recruited, supervised, and assessed personnel;
 - o Maintained positive staff relations;
 - o Increased staff capacity through staff development and training;
 - o Developed and monitored yearly program budgets and contracts;
 - o Maintained project fiscal records in conjunction with the agency's Finance Department;
 - o Assisted the Development Director and Executive Director in writing grant proposals;
 - o Maintained the program's San Pablo, CA office site and property;
 - o Managed and maintained office systems and procedures;
 - o Oversaw security and maintenance;
 - o Participated in organizational management team responsibilities;
 - o Performed liaison and coordination responsibilities;
 - o Networked with other community-based organizations, government agencies, and collaboratives;
 - o Represented the organization on behalf of the Executive Director; and
 - o Completed community education, outreach, and public relations work for the organization.
- *Academy Associate, The Greenlining Institute, San Francisco, CA* (6/99 - 8/99)
- o Researched the status of diversity within the University of California's staff and faculty: wrote data request letters, gained state legislators' support for the project, interviewed UC Office of the President personnel, and analyzed UC Corporate Personnel System data and UC diversity reports;
 - o Presented findings to The Greenlining Institute Board of Directors; and
 - o Enhanced personal leadership skills through several workshops and field activities: facilitation, critical thinking/analytical, presentation, media advocacy, brownfields campaign, logic study, economic development site visits, and "power lunches" with CEOs from various companies.
- *Community Organizer/Youth Counselor, International Institute of the East Bay, Oakland, CA* (2/96 - 8/98)
- o Trained high school Southeast Asian youths in leadership development through community organizing and advocacy resulting in:
 - i. Youth surveys were conducted and presented to School Site Council, School Board members, and other public officials; and
 - ii. Youth conference on the issue of dirty bathrooms at the local high school;
 - o Organized, motivated, and empowered Southeast Asian parents to take ownership of community issues and make changes resulting in:
 - i. First-time ever community meeting between civic leaders of the City of San Pablo, CA, and the Southeast Asian community, and
 - ii. Bilingual parent liaison hired at the local high school;
 - o Counseled high-risk and gangster youths individually and in support groups at the local high school, juvenile hall, and a boys rehabilitation facility which involved extensive weekly documentation; and
 - o Wrote press releases and project newsletter updates.

COMMUNITY INVOLVEMENT

- *Board Secretary, Xiong United, Inc., USA* (national organization) (1/22 – Present)
- *Sunday School President, The Church of Jesus Christ of Latter-day Saints, Sacramento, CA.* (5/21 – Present)

- *Young Men Advisor*, The Church of Jesus Christ of Latter-day Saints, Sacramento, CA (9/19 – 5/21)
- *Board Treasurer*, Xiong United Association of Sacramento, Inc., Sacramento, CA. (1/19 – 12/20)
- *Sunday School President*, The Church of Jesus Christ of Latter-day Saints, Sacramento, CA. (9/16 – 1/19)
- *Member*, School Site Council, Laguna Creek High School, Elk Grove, CA. (8/15 – 5/16)
- *Board Member*, Celebrating Cultures and Communities (CCC), East Bay of San Francisco. (5/00 – 7/02)
- *Board Member*, Hmong for Education, Leadership, and Progress (HELP), Merced, CA. (5/00 – 12/02)