

# TAMMIE XIONG

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## OBJECTIVE

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To obtain a leadership position that will allow me to contribute my passion and skills to enhance, empower, and expand the capacities of marginalized communities to shape the future they want to live in.

## EDUCATION

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Summer 2010-Spring 2012      University of Wisconsin-Milwaukee      Milwaukee, WI  
Degree obtained: *Masters of Science in Administrative Leadership*  
❖ with focus on Adult Education and Program Planning

Fall 2004-Spring 2008      University of Wisconsin-Madison      Madison, WI  
Degree obtained: *Bachelors of Arts in English*  
❖ with emphasis in Creative Writing

## WORK EXPERIENCE

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July 2014 – Present      Hmong American Women's Association      Milwaukee, WI  
**Position Title: Interim Executive Director**

### Responsibilities:

- Assist Board of Directors with organizational budget and programming oversight
- Facilitate transition of organizational infrastructure by reviewing and revising organizational policies and procedures
- Secure funding through foundation or government grants, contracts, and fundraising campaigns
- Provide programmatic support and professional development for staff
- Provide outreach, community education, and training for community organizations, service providers, and other community leaders

September 2008-June 2014      University of Wisconsin-Milwaukee      Milwaukee, WI  
School of Continuing Education  
*Center for Urban Community Development*  
**Position Title: Associate Outreach Specialist**

### Responsibilities:

- Professional Development of Educators: Coordinate the *Comprehensive Praxis Support and Tutoring program* for non-traditional elementary and middle school special education teachers in the state by providing hybrid workshops and tutoring to support Praxis exams required for WI teacher licensure
  - Recruit participants and instructors/tutors for the program through school partnerships, and community outreach

- Develop, revise and edit workshop curriculum in collaboration with workshop instructors and tutors to improve delivery and content of workshops to meet participant needs
- Evaluate program effectiveness by reviewing workshop evaluations by participants and executing follow-up reports with participants to assess improvement and success
- Partnered with the WI SMARTT program to provide Praxis online tutoring for special education teachers throughout the state
- Community Capacity Building: Coordinated the *Literacy for Life Home-based Literacy program* for newly-arrived refugees from Myanmar, and Bhutan in order to assist families in building English language and functional literacy skills to navigate their new context
  - Recruit participants from referrals from churches, community organizations, and local refugee resettlement agencies
  - Coordinated home-based sessions and curriculum content with on-going input from refugee learners
  - Develop home-based literacy curriculum utilizing Funds of knowledge, and evaluation tools
- Parent Training: Assisted in coordinating the *Comprehensive Literacy for Achieving Success in School* program which worked with Shorewood School District to provide literacy training to immigrant parents as a way to help support their child in school.
  - Work with Atwater Elementary School ESL teachers in coordinating sessions with parents as well as curriculum content material
  - Provide technical support for ESL teachers facilitating the training sessions
- Capacity Building of community non-profit organization: Provided technical assistance and staff capacity building for the Hmong American Women's Association
  - Assist staff in professional development, program planning, and program evaluation
  - Assist the Board of Directors and staff in researching and applying for new funding opportunities
  - Assist the Board of Directors in the recruitment and hire of the Executive Director

July 2008-October 2008      Kinex Medical Company      Waukesha, WI  
**Position Title: Patient Information Coordinator II**

Responsibilities:

- Entering patient information into company database

**COMMUNITY LEADERSHIP EXPERIENCE**

January 2009-Present      Hmong First Baptist Church      Milwaukee, WI  
**Position Title: Youth Leader**

*Summary: Leading the youth to develop, practice, and share their Christian faith*

December 2010 – Present      WI Viv Ncaus Hmong Women's Giving Circle Co-founder      WI  
**Position Title: Chair**

*Summary: Promoting and fundraising to help support WI Hmong women/girls' community projects in hopes to inspire more people to be engaged in philanthropy*

## KNOWLEDGE & SKILLS

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- Literate in both English and Hmong
- Computer skills include: Internet and Microsoft Office programs (Word, Excel, PowerPoint)
- Experience with grant-writing and grant-making
- Strong community leadership and communication skills (Writing and public speaking)
- Ability to work very well on a team or as an individual
- Strong ability to multi-task and meet deadlines

## REFERENCES

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**Dr. Kalyani Rai**, *Associate Professor*  
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Center for Urban Community Development  
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