

Vina Xiong

~~654 N 67th St, Brown Deer, WI 53223 | (414) 383-1000 | v.xiong@gmail.com | 2020~~

Summary

Bilingual (Hmong-English) community leader and communications professional with over five years of experience in nonprofit management, community organizing, and program development. Proven success in directing outreach initiatives, coordinating educational and cultural programs, and managing staff and organizational operations. Skilled in event planning, team leadership, fundraising, and digital communications, with advanced proficiency in Microsoft Office, Canva, and Adobe Premiere Pro. Dedicated to promoting equity, empowerment, and visibility for Hmong and Southeast Asian communities through strategic collaboration, storytelling, and advocacy.

Skills

- Bilingual (Hmong)
 - Advanced speaking, reading, writing
- Team work
- Organization
- Multitasking
- Microsoft Office
- Management
- Communication
- Problem Solving

Education

Milwaukee Area Technical College |
Milwaukee, WI
May 2022 | Certificate, Special Events Management

University of Minnesota – Twin Cities |
Minneapolis, MN
May 2016 | Bachelor of Arts, Communication Studies

Work History

Hmong American Women's Association | Milwaukee, WI

Interim Executive Director *Oct 2025 – present*

Duties include providing organizational leadership and oversight of programs, staff, and finances. Manage strategic planning, partnerships, and fundraising efforts to sustain community initiatives. Represent the organization in advocacy, public relations, and coalition work to advance equity for Hmong and Southeast Asian women, girls, and LGBTQ+ communities.

Education & Outreach Director *Jan 2023 – Oct 2025*

Duties include oversight of department staff, outreach initiatives, education workshops, trainings and community events, provide oversight and direction of volunteer programs, community resource initiatives and support with advocacy case management

Development & Special Projects Coordinator *May 2022 – Dec 2022*

Duties include developing and maintaining fundraisers to sustain community resource center, providing community access to resource center and resources, leading, planning and executing special projects and events to support efforts in generating resources for clients and community members

Digital Media & Resource Coordinator *Feb 2020 – Apr 2022*

Duties include brainstorming, writing script, filming, directing, and editing of promotional and educational videos on Adobe Premiere Pro and Animaker, developing graphics for educational and outreach materials on Canva and Pixlr, maintaining, publishing posts and responding to inquiries on social media platforms,

Fox Communities Credit Union | Appleton, WI

Member Service Representative/Teller *June 2016 – Sept 2019*

Duties include maintaining relationships with members of the credit union through good customer service, ensuring quality of accounts and services, cash handling and exchanging, and communicating efficiently and accurately with cross-functional teams and members through phone, email and in person.

YWCA of Minneapolis | Minneapolis, MN

Events Intern *January 2016—May 2016*

Duties were assisting in planning and execution of events, coordinating and managing programs and activities, inventory for fundraisers, and inputting specific data into software such as Raiser's Edge and Microsoft Excel.

Community Projects

HMoob Stories Project | Milwaukee, WI

Community Organizer *Jan 2021—Present*

Co-curating a traveling exhibit that highlights the historical trauma and healing process from the lens of HMoob Women, Girls, and LGBTQ+ community members, contacting speakers for the exhibit programming, outreaching to community members to collect stories for the traveling exhibit, creating marketing materials