

BRIANA VO

vo.briana590@gmail.com

Deliberative | Restorative | Empathy | Achiever | Futuristic

EDUCATION

University of Tennessee, Knoxville

Master of Science, Anticipated May 2024

College Student Personnel

Bachelor of Science in Education, 2022

Major: Kinesiology

EXPERIENCE

Graduate Assistant | Division of Student Success

August 2023 – Present

University of Tennessee, Knoxville

Knoxville, TN

- Supports the Associate Vice Provost and Executive Director of University Honors with research relating to building a new curriculum for University Honors and researching peer institutions.
- Assists University Honors and Office of Undergraduate Research & Fellowships with strategic goals including social media promotion, event planning, student recruitment and retention efforts, etc.

Graduate Teaching Assistant | Office of Information Technology

August 2022 – August 2023

University of Tennessee, Knoxville

Knoxville, TN

- Supported staff, faculty, and students as they engage LiveOnline@UT (Zoom) for teaching and learning.
- Assisted with LiveOnline@UT (Zoom) with trainings, workshops (online), composing, editing documentations, and website content.
- Became responsible with general administrative tasks and other assigned duties.

Building Manager | RecSports

April – Oct 2021

University of Tennessee, Knoxville

Knoxville, TN

- Performed facility inspections on consistent basis and inputted all important data into thorough reports.
- Mentored RecSports Assistant personnel which boosted team dynamics and maintained a pleasant work environment for all.
- Answered calls and responded to inquiries from various parties using strong active listening and open-ended questioning skills to resolve problems.

RecSports Assistant | RecSports

Sept 2020 – April 2021

University of Tennessee, Knoxville

Knoxville, TN

- Assisted Building Managers in tasks that ensured the cleanliness of the facility including picking up weights, cleaning equipment, laundry, and refilling the wipes container.
- Enforced Covid-19 policies including wearing masks and putting backpacks in lockers.
- Aided patrons with unlocking lockers, getting equipment, and directing their calls to the administrative office or supervisors on call.

Caller | Telefund Foundation

Oct – Dec 2020

University of Tennessee, Knoxville

Knoxville, TN

- Called alumni, parents, seniors, and grateful clients to engage in a persuasive conversation about sending gifts to The University of Tennessee, Knoxville.
- Collaborated with a team to ask over 500 alumni donors weekly for more than \$25 each for various programs throughout the UT system.
- Utilized feedback and coaching from Telefund management team to improve calling techniques and customer service skills.

Physical Activity Coordinator | Department of Nutrition

Feb – June 2022

University of Tennessee, Knoxville

Knoxville, TN

- Developed a team with five individuals that were tasked with designing physical activity cards for high school teachers to implement health in the classroom.
- Planned The University of Tennessee's Health Sciences Research Day and invited offices on campus to speak about health. Event was transitioned to a virtual event during the pandemic lockdown.

INTERNSHIP EXPERIENCE

Intern | International Student & Scholar Services (ISSS) **Sept 2023 – Present**
University of Tennessee, Knoxville **Knoxville, TN**

- Provides support about the process for scholar scholarship and working with staff members to review immigration processing.
- Participates in workgroups tasked with assessing and developing on-boarding and orientation programs and learning about the operation of an international compliance unit.

Advisor/ Recruiter Intern | College of Nursing **May – August 2023**
University of Tennessee, Knoxville **Knoxville, TN**

- Educated students about curriculum, progression, and admissions requirements, supplemental programs, and opportunities.
- Ensured adherence to all university and college policies, student confidentiality and FERPA laws.
- Completed a special project with the creation of a basic needs hub at the College of Nursing.

Intern | Division of Diversity and Engagement **Jan – May 2023**
University of Tennessee, Knoxville **Knoxville, TN**

- Assessed and build training programs for the Diversity Scholars Program.
- Assisted in planning the SEC Diversity Directors Conference.
- Supported UTK Better Relations Plan with the Eastern Band of Cherokee Indians.

LEADERSHIP EXPERIENCE

President | Asian American Association **April 2021 – April 2022**
University of Tennessee, Knoxville **Knoxville, TN**

- Coordinated weekly executive board meetings with ten executive board members and one advisor.
- Communicated to members about upcoming events, collaboration with other organizations, and volunteering events.
- Submitted required paperwork for the organization including room reservation, organization's renewal, and collaborations with other multicultural organizations.

865 Night Market Co-Chair & Communications Chair | Asian American Association **Jan – March 2021**
University of Tennessee, Knoxville **Knoxville, TN**

- Distributed a \$16,000 budget towards the three committees (marketing, budgeting, and communications)
- Communicated with ten Asian American and Pacific Islanders and three Multicultural Student Life organizations through bimonthly events.
- Designed the appropriate layout for the organizations' tables, stage, and decorations at The University of Tennessee's Student Union Plaza.

Vice President | Vietnamese Student Association **May 2020 – May 2021**
University of Tennessee, Knoxville **Knoxville, TN**

- Oversaw the New Member Representative and assisted with creating events for the first-years members in the organization.
- Reached out to other campus organizations for a potential collaboration.
- Negotiated with Riot Printing to receive a quota for 60 count t-shirts that valued over \$950.

Vice President | Asian American Association **April 2020 – April 2021**
University of Tennessee, Knoxville **Knoxville, TN**

- Assisted the President in tasks that relates to the organization including posting meeting reminders on GroupMe and reserving a meeting room each semester.
- Submitted required paperwork to approve the organization for the following year.
- Created a Discord serve to hosts events that were remote during Covid-19.

865 Night Market Marketing Chair | Asian American Association **Jan – March 2020**
University of Tennessee, Knoxville **Knoxville, TN**

- Collaborated with Campus Events Board's Marketing Chair to design the appropriate logo and flyers.

- Communicated with the budgeting committee to receive an estimate on the flyers, logos, and t-shirts.
- Delegated tasks to the marketing committee to promote the 865 Night Market.

Social Chair | Vietnamese Student Association

Dec 2019 – May 2020

University of Tennessee, Knoxville

Knoxville, TN

- Designed bi-monthly flyers for the organizations through Canva including organization's logos, title, and description of events.
- Published the flyers on social media including Instagram and GroupMe.
- Communicated with other campus organizations to set up a potential collaboration.

Co-Founder | Vietnamese Student Association

August – Dec 2019

University of Tennessee, Knoxville

Knoxville, TN

- Created the required paperwork and documents to register a new organization.
- Sought out an advisor that can best fulfill the organization's mission.
- Communicated with other leaders to execute a plan to start an organization.

Social Chair | Asian American Association

April 2019 – April 2020

University of Tennessee, Knoxville

Knoxville, TN

- Designed weekly flyers that included logo, title, and description of events.
- Worked in accordance with The Office of Multicultural Student Life to approve flyers and adjusted the flyers based on the office's recommendations and policies.
- Published flyers on social media including GroupMe, Instagram, Facebook, and Twitter.

RESEARCH EXPERIENCE

Undergraduate Research Assistant | Department of Nutrition

Dec 2020 – Jan 2021

University of Tennessee, Knoxville

Knoxville, TN

- Used concept coding for first cycle and axial coding for second cycle to code for qualitative data.
- Met with the head researcher and research assistant to discuss the best way to code qualitative data.

Undergraduate Research Assistant | Department of Kinesiology

August 2020 – Jan 2021

University of Tennessee, Knoxville

Knoxville, TN

- Transcribed participants' recordings through otter.ai.
- Did a preliminary code for the introductory workshop based on the participants' responses to questions.

ADDITIONAL PROFESSIONAL EXPERIENCE

Panelist | UTK Young Alumni Event

Sept 2022

Panelist | Vol is a Verb

August 2021

Panelist | Asian American and Pacific Islanders RockyTopics

March 2021

AWARDS & CERTIFICATIONS

Safe Zone at UT Certified

Nov 2022

Torchbearer 2000 Scholarship Recipient

April 2021