

JOHN C. (JC) KAUFFMAN
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OBJECTIVE

Gain valuable in-class experience while fostering skills as both a teacher and a learner.

EDUCATION HISTORY

September 2015 – June 2019: **Olympia High School**, Olympia, WA
Advanced Placement coursework, honors awards for extracurricular and leadership success.

September 2019 - June 2024: **Western Washington University**, Bellingham, WA
Received a Bachelors in the Arts for History/Social Studies, while also being a leader in extracurricular events such as the University and Concert Choirs, Western Voices select ensemble, and Khmer Student Association.

WORK EXPERIENCE

October 2018-
March 2019 **Fraud Department Intern**, Washington State Dept. of Revenue Tax
Compliance Office

- Receive calls and emails related to possible fraud cases
- Redirect mail to local DOR offices
- Additional tech assistance

June 2019-
September 2019 **Operations Intern**, Olympia Federal Savings

- Processing secure documents
- Working to improve system of processing transactions
- Assisted with modernization of organizational system

March 2022-
Current **Home Care Assistant**, Cascade Connections

- Worked 1 on 1 with elderly and disabled members of the community
- Assisted clients with daily routines that enabled fulfilling lives
- Created care plans, developed trust between caregiver and patient, and built bonds over time.

VOLUNTEER EXPERIENCE

September 2017-
June 2018 **Teacher's Assistant**, Olympia High School

- File and copy documents for students
- Grade assignments and give 1 on 1 feedback
- Limited direct teaching of coursework to students

September 2018-
June 2019

Early Childhood Education Assistant, Olympia High School

- Partner with Pre-K Student
- Co-teach with certified teacher
- Develop lessons for young learner

September 2021-
June 2022

Treasurer, WWU Khmer Student Association

- Assist in planning events for Khmer student outreach
- Organize financials for event funding
- Meet with leadership to determine goals

KNOWLEDGE AND SKILLS

BA History/Social Studies:

- Extensive education in World History, US History, and Pacific Northwest History

Personal Skills:

- Organized
- Punctual
- Detail-oriented
- Enthusiastic learner

INTERESTS AND ACTIVITIES

- Member of the Whatcom-Skagit Model Railroading Club
- 5 time recipient of the Western Voices Scholarship for choral achievement
- Published editor for the Olympia Literary Magazine