



KaBao Yang

Administrative Coordinator



KaBao Yang is Executive Assistant to the CEO and Operations Coordinator for the Detroit Regional Partnership (DRP), a leading economic development nonprofit serving the 11-county Detroit Region. As the first point of contact for guests and visitors, Yang assists the CEO with scheduling and travel logistics while ensuring the DRP delivers the highest quality service and assistance to internal and external customers. She also works to maintain a well-organized office environment and supports human resources, payroll, and the overall efficiency and effectiveness of organizational operations.

Yang previously worked as an administrative coordinator and administrative assistant for Amsurg, a national leader in the strategic and operational management of surgical centers that deliver same-day services. In these roles, she led the management of performance and productivity of team members while monitoring medical records for accuracy and compliance to state and federal regulations. Prior to working at Amsurg, she served as a medical coding specialist at ARM Management. She is currently completing an associate degree in product development from Macomb Community College.

PAST EXPERIENCE AND EDUCATION

- Administrative Coordinator, Amsurg
- Administrative Assistant, Amsurg
- Medical Coding Specialist, ARM Management
- Associate Degree in Product Development, Macomb Community College (in progress)