**Miguel A. Viveros Chavez**

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971-865-7848

**Highlights of Qualifications**

* Bilingual in English, Spanish and Braille reading skills
* Proficient in Mac OS and Windows
* Strong verbal and non-verbal communication skills
* Personal experience implementing the requirements of Rehabilitation Act Section 508
* Provide recommendations and written reports on ways to improve website accessibility for screen readers
* Able to obtain a Public Trust clearance
* Committed to creating open and equitable spaces for all people
* Values, respects and honors diversity

**Experience**

**Community Health Advocate**

Vancouver Housing Authority, Vancouver WA June 2021 – Present

* Necessity to stay highly organized while planning community health focused and other interests events
* Outreach to community members to encourage receiving COVID vaccines
* Co-facilitated teen nights within the community providing a safe space for them
* Create community engagement flyers about events and other happenings
* Use problem solving skills during teen nights at the Boys and Girls club

**Event Coordinator**

Clark College Student Life Office, Vancouver WA September 2020 – June 2021

* Contacted different artists to schedule and organize virtual events
* Created equitable spaces for all by creating braille cards, changing the format of documents and made sure technology we used was accessible for all students.
* Created zoom events and developed marketing materials for Facebook and Instagram
* Encouraged other students to engage in events by creating and sending out a newsletter
* Participated in leadership conferences and actively

**Founder / President / Member**

2020 Visionaries Clark College Student with Disabilities Club December 2019 – June 2021

* Facilitated meetings to initiate, develop and plan club mission and purpose
* Recruited student members to participate in meetings and events

***Peer Mentor*** September 2019- June 2020

Clark College Office of Diversity, Equity & Inclusion, Vancouver, WA September 2019- June 2020

* Connected students to on campus and off campus resources
* Performed outreach to students and provide academic and social support
* Organized and executed annual identity-based programming for students
* Engaged with students at campus sponsored events

***Reporter***September 2018 - Present

Clark College Independent, Vancouver, WA

* Utilized fluency skills in writing articles in English and Spanish
* Made improvements on the Student Magazine by making it more accessible for people who use screen readers.
* Executed effective communication skills in interviewing various individuals
* Implemented organization skills in compiling information from interviews

**Intern** July 2016 – August 2016

National Alliance on Mental illness, Seattle, WA

* Provided excellent customer service to clients
* Maintained, labeled and recycled paperwork and files
* Employed multilingual skills to translate documents from English to Spanish
* Research and located resources to support client access

**Education & Certifications**

**IAAP Certified Professional in Accessibility Core Competencies**

Deque University, Herndon, VA (online) Nov. 2021 - Present

**AS Business Management**

Portland Community College, Portland, OR September 2021 - Present

**Associate in Arts Transfer Degree**

Clark College, Vancouver, WA June 2020

**Volunteer Experience**

* Eagle Reading Corp, Connell, WA September 2016 – June 2017
* Community Service, Mount St. Helens, WA July 2014 and July 2015
* Eagle Reading Corp, Connell, WA Jan.2015 – June 2015

**Activities**

* Secretary FCCLA (Future Career Leaders of America) September 2016 – June 2017
* Placed 2nd in Job Interview Competition
* Eligible to attend National Conference
* Associated Student Body Senior Class Officer September 2016 – June 2017
* Link Crew Mentor September 2015 – June 2017