

CLORAMA DORVILIAS

Born in San Jose, CA • Lives and Works in New York City, NY

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EDUCATION

Santa Clara University, Santa Clara, CA

Bachelor of Science in Political Science, March 2009

Research Thesis: Eritrea and Ethiopia Relations: Past, Present, and Future.

Washington Semester Program, Washington, DC

Transforming Communities/Justice Studies/Research Project Course (American University), Fall 2008

Research Thesis: Haiti: An Overall Look at The Progress of Development and A Proposal of Strategies

SKILL

Web & Graphic Design, Front-End Developer, Photoshop, Illustrator, HTML5, CSS, Wordpress, Microsoft Word,

HIGHLIGHTS

Excel, Publisher, PowerPoint, Salesforce, Outlook, Volgistics, Wordpress, conversational ability in Spanish, strong critical thinking & communication skills, fast learner, cooperative team-player, and motivated hard worker

PROFESSIONAL NYC Service: Civic Corps, New York City, NY

December 2012 - July 2013

EXPERIENCE Placement: *Animal Care & Control of NYC, Volunteer Recruitment Associate*

- Support the Volunteer Manager to expand the capacity of the volunteer program to recruit, train, and retain volunteers.
- Perform great variety of administrative tasks while maintaining volunteer database and managing public email correspondence.
- Prepared materials and organized monthly Volunteer Orientation events and attend monthly NYC Service seminars and professional development training courses.

Silicon Valley Leadership Group, San Jose, CA

February 2011- May 2012

Housing and Community Development Associate

- Created website to help attract, inform, retain new audience and gain new supporters. Daily updating of critical and timely information to constituents. Innovating and experimenting with new ways to drive traffic and strengthen web presence. (www.hacsc.org)
- Organize educational forums to broadly educate potential housing advocates on housing & land use issues in their communities.
- Inspire, train, grow and engage the Housing Action Coalition's existing network of advocates.
- Coordinate Silicon Valley regional efforts to pursue a permanent source of funding for affordable housing and transportation.
- Assist in the coordination of a regional housing conference, organize tours of housing and transit-oriented development, Organize Leadership Council meetings for City housing & development staff and also separately for Neighborhood Leaders, while recruiting member companies to host educational forums on land use and development issues for their employees.

Playworks East Bay, Oakland, CA

December 2009 - December 2010

Community Engagement Coordinator (AmeriCorps VISTA)

- Design and distribute flyers to attract engagement and organize small-scale events and fundraising strategies aimed at individual donors in the East Bay
- Develop and implement the local volunteer program and a volunteer recruitment strategy
- Design volunteer opportunities, recruit and screen volunteers, create and deliver volunteer trainings, evaluate volunteer experiences, and refine the volunteer program in response to evaluations

LEADERSHIP

City of San Jose, Housing & Community Development Advisory Commission

August 2011 - July 2012

EXPERIENCE

Commissioner

- One of seven public officials nominated by community leaders to advise the Director of Housing, Mayor, and City Council on matters pertaining to affordable housing policies and the Community Development Block Grant (CDBG) program.

MultiCultural Center Executive Board, Santa Clara University

January- June 2008

Social/Cultural Program Coordinator

- Designed all related marketing materials and implement events on campus that demonstrate the benefits of diversity
- Creates and coordinates cultural campus-wide events to spread cultural awareness.
- Participated in a committee to form a protocol for racism on campus

MCC Award: Multi-Cultural Center Executive Board Member of the Year (2008)

Igwebuike Black Student Union, Santa Clara University

August 2005- June 2008

Positions: Director of Mentor/Mentoree Program (2006-2007),

Stage Manager/ Film Creator/Choreographer of MLK Night (2008)
Igwebuike Award: Most Supportive Senior (2008)

- ADDITIONAL EXPERIENCE** **Santa Clara County Office of Affordable Housing**, San Jose, CA *January-April 2009*
Office Intern
- Perform administrative and clerical tasks for all Program Directors within OAH
 - Attend staff meetings, Santa Clara County (SCC) monthly conferences, and Annual Housing and Community Development Advisory Committee meeting for applicant agencies to present budget proposals
 - Completed a research project that analyzed the economic crisis and its effect on homelessness in SCC.
- D.C. Law Students In Court**, Washington, D.C. *August-December 2008*
Legal Intern
- Conducted investigations to assess conditions of tenant housing and testify in court
 - Created a Tenant Rights Information PowerPoint that would be used for public outreach purposes for DCLSI
 - Performed clerical and administrative tasks for Supervising Attorneys
 - Built relationships by working directly with clients in providing immediate services
- Private Caretaker**, San Jose, Ca *September 2007- December 2009*
Caregiver
- Oversee a twelve year old child diagnosed with autism and older sister of fourteen
- ACTIVITIES** San Jose State University Persuasive Speech and Debate Tournament Finalist, Intandesh (Indian Culture Club)