

# Paul M. Oliva

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## Education and Certifications

**B.S. Computer Systems Engineering**, in progress (2017 completion), University of Alaska-Anchorage

**B.S. Economics**, 2010, University of Kentucky, Lexington, KY (Dean's List)

**Microsoft Certified Application Specialist** in Word, Excel, and PowerPoint

## Work Experience

**Anchorage Faith and Action - Congregations Together**, Grants & Budget Manager, October 2014-May 2015

- Developed \$46,000 in new foundational grant funding, a 56% increase from the prior fiscal year.
- Tracked and managed funding sources and grant reporting.
- Communicated budgetary and financial information to the executive director and board.

**AmeriCorps VISTA**

**February 2013-October 2014**

**Southwest Alaska Municipal Conference**, STEM Education and Workforce Coordinator

- Partnered with Kodiak College, UAF-Interior Aleutians Campus, and UAF-Bristol Bay Campus to develop a youth career skills training program.
- Provided outreach, oversight, and technical support for an economic summit of over 200 southwest Alaska government and business leaders.
- Partnered with the state agencies to develop a program supporting regional economic development goals.

**United Way of Anchorage**, Family Engagement Coordinator

- Partnered with Anchorage School District to implement a sustainable family engagement program.
- Provided outreach to families of students identified as being not on track to graduate.
- Planned and implemented family event nights at Susitna Elementary, engaging 200 students and family members.
- Planned and oversaw a tutoring program at Susitna Elementary that served 20 K-5 students.

**Logistics Health, Inc.**, Health Assessment Administrator,

**May 2010 - Present**

- Oversaw a mobile healthcare site comprised of 1-10 healthcare providers administering annual health checks to members of the Army National Guard, Army Reserve, and US Marine Corps Forces Reserve.
- Recorded and digitally entered service member health data and reported it to the Department of Defense.

**H&R Block**, Tax Associate,

**January 2011-April 2012**

- State and Federal income tax preparation.

## Volunteer Work

**Volunteer Tax Preparer**

**Alaska Business Development Center**, Bethel, AK; Mekoryuk, AK; St. Paul Island, AK

**2013-2014**

- Advanced level certified Volunteer Income Tax Assistance in remote Alaska.

**Central Kentucky Economic Endowment Program**, Lexington, KY

**2009-2010**

- Basic level certified Volunteer Income Tax Assistance.

**Writing samples available at: [pauloliva.com/serious.html](http://pauloliva.com/serious.html)**