

JORDAN CHAVEZ

CONTACT

P (650) 534-5058
E jor.chavez@yahoo.com
L Millbrae, CA

EDUCATION

- San Mateo County Community College District (June 2016 - Feb. 2020)
- UC San Diego (June 2020 - March 2021)
 - Major: Urban Studies & Planning

SKILLS

- Collaboration & Leadership Within Teams
- Proficient Written & Oral Communication
- Project Management & Event Coordination
- Customer Service
- Administrative Assistance

WORK EXPERIENCE

- June 2019 - Feb. 2020** **San Mateo County Community College District: Student Trustee**
- Represented diverse population of over 25,000 students within a three-college district as Board of Trustees member
 - Advocated for all students on issues regarding housing & food insecurity, accessibility, transportation, and classroom equity
 - Served as liaison for students, faculty, administration, and executives across all campuses during District-level meetings
 - Analyzed and assisted revision of District policies and procedures to suffice current student needs
 - Facilitated inter-campus relations and programming by chairing regular District Student Council meetings
- Aug. 2017 - Jan. 2020** **College of San Mateo Center for Student Life: Student Assistant**
- Provided clerical support through office and inventory upkeep, processing and filing paperwork, data entry, and conducting/redirecting business calls
 - Assisted in execution of student life activities, such as club-sponsored events, commencement ceremonies, and on-campus mixers
 - Utilized Microsoft Office (Excel, Word, Outlook, etc.) & G Suite to increase efficiency in storage and navigation of files
 - Greeted customers and provided them with support regarding student life
 - Trained new, subsequent student assistants in all tasks above

EXTRACURRICULAR EXPERIENCE

- June 2017 - Jan. 2020** **Associated Students of College of San Mateo: Student Senate Secretary**
- Led and coordinated on-campus programming such as fundraisers and events highlighting social justice, sustainability, and mental health
 - Produced meeting agendas and minutes for Student Senate and Executive Cabinet meetings
 - Collaborated with administration, faculty, and staff as student representative on Sustainability Committee, Student Disciplinary Committee, and hiring committees to make campus-level decisions