

# Angel Augusto Rivera-Gutierrez

**Creative leader**



Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **Development Director**

YWCA of Monterey County - Salinas, CA

February 2022 to Present

Member of senior executive staff, responsible for researching and obtaining funding sources from local, state, federal and foundational sources, grant writing and statistical analysis. Obtaining and cultivating a donor base. IT support. Salesforce Administrator-development of specialized objects and organizations; maintenance of applications and staff trainings.

### **Assistant Manager**

Coach - Monterey County, CA

April 2019 to February 2022

Supervisory position, second only to store manager. Staff recruitment, hiring, staff reviews. Daily financial reporting, inventory control, customer service and engagement.

### **CQI Administrator II**

Community Solutions - Gilroy, CA

December 2018 June 2019

Duties include data analytics: generating, interpretation and creation of electronic tools to comply with county & state regulations and contract standards. Creation of reports using Excel-Charts, Pivot Tables, Power BI, and other software applications to better disseminate needed data for policy compliance. Support behavioral health team through policy knowledge and implementation of standard operational practices.

### **Sales Associate**

Clark's Bostonian Outlet - Gilroy, CA

November 2018 to December 2018

Customer Service, inventory control

### **Sales Supervisor/Sales Associate**

Brooks Brothers - Oklahoma City, OK

July 2017 to August 2018

Customer service, daily financial and sales reports, misc. office and administrative duties.

### **Substance Abuse Prevention Specialist**

EAGLE RIDGE INSTITUTE - Oklahoma City, OK

March 2016 to April 2017

Oklahoma City, OK- March 2016 to April 2017

Supervisory position, facilitated two substance abuse prevention coalitions, grant writing, preparing strategic plan and work plan to implement substance abuse prevention programs in Oklahoma County, program budgetary responsibility, community engagement, networking, event planning for many CEU based professional training, planning and developing project timelines and analytics were key functions of my position.

Office Assistant

### **Office Assistant**

OSU-OKC Educational Talent Search - Oklahoma City, OK October

2014 to November 2015

Responsible for day to day office operations for the federally funded Education Talent Search; responsibilities included data inputting, student recruitment, Spanish translation, event planning, grant writing and miscellaneous office duties.

### **Programs Fields Rep./Liaison Administrative Asst. I/Social Worker Aide**

Oklahoma Department of Human Services - Oklahoma City, OK

February 2003 to October 2014

Oklahoma City, OK- February 2003 to October 2014

Assigned to Child Welfare-Permanency Planning, Intake, Foster Care & Adoption Recruitment, DDSD and Child Welfare Training Unit. Key tasks for Child Welfare field work consisted of child transportation, court testimony, Spanish Translator. OKDHS Administrative positions consisted of budget and finance reporting, monthly payroll, personnel file maintenance and client support and county satellite offices liaison. DDSD assignment consisted of medical and condition coding, data input and Spanish Translation. Training Unit position consisted of analytics, Child Welfare worker testing and data entry.

### **Assistant House Manager**

Oklahoma Department of Human Services - Oklahoma City, OK

May 2010 to June 2012

Performed intake and discharging of families needing respite stay while their child is receiving medical care in Oklahoma City hospitals or clinics. Other duties consisted of room maintenance, food preparation & inventory and supervising cleaning staff and volunteers.

### **Disaster Relief Case Manager**

Oklahoma Department of Human Services - Oklahoma City, OK

May 2009 to June 2010

Case manager for the Disaster Relief program; assisted people who sustained losses due to a natural or man-made disaster in western Oklahoma. Helped victims obtain temporary shelter, clothing & food; loss of medical equipment and medicines; facilitated financial assistance through community partners and federal government disaster relief programs.

**Oklahoma City University - Oklahoma City, OK**  
**Oklahoma City Community College - Oklahoma City, OK**

**Skills**

- DATA ENTRY (10+ years)
- CUSTOMER SERVICE (1 year)
- RECEPTIONIST (1 year)
- RETAIL SALES (1 year)
- BUDGETING (Less than 1 year)
- Key Holder
- Business Development
- Textile
- Logistics
- Applied Behavior Analysis
- Pivot Tables (4 years)
- PowerBI (1 year)
- Statistical Analysis
- Analytics
- Data Analytics
- Tableau
- Grant Writing
- Data Analysis
- Project Planning
- Social Work
- Data Visualization
- Phone Etiquette
- Typing
- Management Experience (10+ years)
- Conflict Management
- Interviewing
- Motivational Interviewing
- SQL
- IT Support
- Salesforce (Less than 1 year)
- CRM software (10+ years)
- Team Management

## Certifications and Licenses

### **Mental Health First Aid**

July 2017 to July 2019

Adult & Mental Health First Aid

### **Drug Endangered Children**

March 2017 to Present

Identify children at risk to be negatively impacted by substance abuse by a parent or guardian.

### **Substance Abuse Prevention**

May 2016 to Present

Develop substance abuse prevention program within an identified community or location.

### **Covid-19 Contact Tracing**

May 2020 to Present

John Hopkins University program for contact tracing Covid-19

## Groups

### **CASA of Oklahoma County**

July 2012 to Present

Advocacy group for children in Oklahoma State custody.

## Additional Information

### SKILLS

Microsoft Office (10+ years), Spanish/Bilingual (10+ years), Budgeting (3 years), Human Resources (2 years), Presentation Skills (10+ years), Presentation Design (10+ years), Special Events (3 years), Prevention Programs (2 year)

Supervisor (5 years), Grant Writing (3 year), Statistical Analysis (4 years), Data Entry (10+ years), Data Analysis (10+ years), Databases (10+ years), Safety (4 years), Customer Service (10+ years), Languages (10+ years), 10-Key (10+ years)