

VICTOR CARAVEZ

OBJECTIVE

EQUAL OPPORTUNITY AND CIVIL RIGHTS ADVISORY COMMISSION

Opportunity to become a member in District 1

SKILLS

Bilingual English/Spanish

Believe in human, social welfare, economic, housing crisis and health justice, customer service, self-confidence, possesses core values of integrity, excellent Interpersonal skills, passionate and dedicated public servant, astute political awareness, organizing, presentation and public speaking, television and radio public speaking, organization development, community outreach, training staff, fundraising, career counseling, supervisory, youth mentoring, case and programs management, programs development, budget and grant management and graphic designs technology and systems administration.

WORK HISTORY

MONTEREY BAY CENTRAL LABOR COUNCIL POLITICAL ORGANIZER/DIRECTOR 1/2024

PRESENT

- Work with the Labor Council's leadership and stakeholders to develop and implement winning grassroots strategies and action plans to promote legislation and policies.
- Act as a key member of MBCLC's field campaigns, responsible for recruiting union leadership, professional staff, campaign organizing coordinators, delegate volunteers, and community service volunteers.
- Develop and expand delegation/lobbying efforts with local legislators, carry out an educational program with elected officials, plus work with State and National staff around larger political advocacy efforts. And other duties as assigned.

COMMUNITY ORGANIZER 12/2023

- Developed and implemented community-building engagements plans and strategies to engage residents to exercise their right to vote for a candidate, petition etc.
- Ability to manage, produce and execute data/information from and to PDI system.
- Ability to canvassing, walk for a long period of time and in under different weather conditions,
- Greet voters, volunteers, the public and members of the community with courtesy and respect all times.
- Ability to use a computer, Microsoft Package, the use of smart phone, radio communications.
- Ability to communicate in English and Spanish verbally and written format.
- Customer services-oriented leader.
- Played a role in voter targeting and effective campaign message development.
- Other duties as assigned.

COMMISSIONER DISTRICT 1 MONTEREY COUNTY COMMUNITY ACTION COMMISSION.

*The Community Action Commission advises the Board of Supervisors on issues related to poverty in Monterey County, and administers funding related to services for low-income individuals.

*The Community fully participates in the development, planning, implementation, and evaluation of the Community Action Partnership-funded programs which serve low-income communities.

*Represent the public segments including private, and low-income segments of the community.

*Assist and support the County in the development and implementation of public policy.

*Attending meetings in person and via zoom meetings.

*Support and represent District 1 in Community events, Volunteer services etc.

*Assist and vote in the decision making when funding is available and make sure those monies are granted to allies/nonprofit agencies that are aligned with the Values and Mission statement of MC CAP and Commission and to make a difference in individuals in great need for services.

*Other duties as assigned.

BOARD OF DIRECTORS OF CENTRAL COAST ENERGY SERVICES, INC.

- Central Coast Energy Services, Inc. strives to improve household safety, health, and economic security within our communities. CCES fosters community health and wellbeing by providing energy conservation, consumer education & advocacy, home improvement, utility assistance, job training, and other services to people in need. At CCES promote an environment of safety, hard work, teamwork, and high-quality services.
- Assisted and voted in the decision making when funding is/was available and made sure those monies were granted in the best interest of the community and aligned with the Values and Mission statement of the organization.
- Attending meetings in person and via zoom meetings.
- Other duties as assigned.

AGING AND ADULT SERVICES/ COMMUNITY BENEFITS DEPARTMENT OF SOCIAL SERVICES/ COUNTY OF MONTEREY (SOCIAL SERVICES AIDE II) REQUIRED. READ BELOW IN ADDITION TO THAT EXPERIENCE PLEASE READ THE FOLLOWING:

- A strong commitment to social and economic justice and the commitment to organize the unorganized through the labor movement, building campaigns and, plans and strategies to engage the membership for a well-managed mission and or action.
 - Have encouraged participation in political and lobbying activities. Helped members hold elected officials accountable.
 - Have Identify, recruit, train, develop stewards, officers, and leaders.
 - Have negotiated and assisted in contract negotiations, from proposals through strike preparation.
 - Ability to create and execute detailed organizing plans.
 - Bilingual in English/Spanish certified by the State of California.
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- Received a Diploma as Programmer Analyst and am very familiar with new systems and technologies. Knowledge to develop and or produce basic/advance level of computer literacy and have a willingness to use technology where needed.
 - Able to meet timelines and procedures related to labor contracts, union bylaws, and policies.
 - Lead staff members or community-based committees; serve as a spokesperson.
 - Ability to think strategically and respond to rapidly changing situations.
 - Experience in developing or assisting members in creating communication systems; writing and editing leaflets, proposals, newsletters, etc.

**MONTEREY COUNTY SHERIFF'S OFFICE
FORMER (DEPUTY SHERIFF'S RECRUIT)**

**AGING AND ADULT SERVICES/ COMMUNITY BENEFITS DEPARTMENT OF SOCIAL SERVICES/
COUNTY OF MONTEREY (EMPLOYMENT CASE MANAGER, OFFICE ASSISTANT II, SOCIAL
SERVICES AIDE II)**

AUG 2008- TO OCT 2022

- Established and maintained goals, objectives, and plans for carrying out the functions of the Social Services Department consistent with overall County goals.
 - Established and maintains appropriate administrative policies, services, structures, controls, and reporting systems for the effective and efficient delivery of Social Services to the citizens of the County.
 - Appointed as member of the Monterey County Community Action Commission to serve District 1 by County Board of Supervisors.
 - Principles and practices of social welfare and integrated social services policy and administration, including current trends in service delivery planning, policy, management, program evaluation and related issues.
 - Principles of financial administration, including public budgeting, alternative financing methods and funding sources.
 - Coordinated Department activities with other departments, agencies and community organizations and provides staff assistance.
 - Managed the preparation, analysis, and distribution of reports and correspondence; coordinated the establishments and retention of various types of records and files.
 - Ability to analyze complex situations and identify effective courses of action and prepare and present comprehensive reports and recommendations of a highly complex nature and prepare and give public presentations and communicate effectively throughout the department, County, Board of Supervisors, and key community stakeholders.
 - Ability to establish and maintain cooperative and effective working relationships with the Board of Supervisors, County Administrative
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officer, senior County management, State and Federal agency representatives, advisory board members, community representatives and department staff.

- Ability to contribute to an environment of cultural and ethnic diversity.
- Ability to be available to work a flexible schedule, including evenings, weekends and travel out of County to attend meetings.
- Principles and or practices of managing, planning, coordinating and supporting the following social services and programs: Medi-Cal, General assistance, EBT, Cal-Fresh, Cal-works Employment, Covered California (Obamacare), In-Home Supportive Services (IHSS) Public Authority for IHSS Referral services, IHSS Provider Enrollment services, IHSS Provider Health and Safety training services, Supplemental Security Income advocacy program, Adult Protective Services, Senior Information, Referral & assistances (I,R&A), QA/Fraud Investigation services for IHSS, Payroll processing for IHSS Providers, FLSA, information and telephone etiquette desk services.
- Served in different committees.
- Served as Steward and as liaison between Monterey County and social services employees to resolve labor management, civil rights, safety work environment challenges and other duties as assigned.
- Served and provided support to employees in regard of their Memorandum of understanding between SEIU 521 and County of Monterey.

SAFETY AND SECURITY SERVICES SUPERVISOR/ STATE OF CA DEPARTMENT OF CONSUMER AFFAIRS BUREAU OF SECURITY & INVESTIGATIVE SERVICES

OCT 2012- (Certified)

- Directs, plans, organizes, and coordinates staff.
- Provides excellent customer service.
- Ensures the security, safety and well-being of all personnel, visitors, clients, guests and or the premises.
- Ability to handle highly confidential and sensitive information while exercising excellent judgement, discretion, and diplomacy.
- Experience responding to emergencies and incidents, including investigations.
- Experience managing security operations and security personnel and delivering high quality, customer-oriented security programs.

SMALL BUSINESS OWNER/ SEL EMPLOYED FOUNDER

JAN 2005- DEC 2012

- Directed, planned, organized, and coordinated services delivery.
 - Provided quality customer services to all customers.
 - Developed power point and quality audio and video presentations.
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- Public Speaking.
 - Developed, managed, and directed marketing campaign graphic designs.
 - Developed website, video channel and managed marketing campaigns.
 - Developed, controlled, and administered business budget and expenditures.

QUALITY ASSURANCE (QA) INSPECTOR, EARTHBOUND FARM

MARCH-2007-NOV-2007

- Followed, enforced, and applied county, state, and federal laws as they pertain to the organization.
- Supervised and ensured the quality and safety of finished product.
- Provided excellent customer services to internal and external costumers.
- Provided superior interpersonal skills, a sense of urgency and worked in a large-scale team-based environment.
- Enforced and ensured staff compliance with all company rules and regulations, standard operating procedures and good manufacturing practices as outlined in the code of Federal Regulations Title 21, Section 110.
- Committed to support and make a difference in the delivery of quality, food safety and organic product integrity.

CARL'S JR SHIFT SUPERVISOR

FEB-2005-FEB-2007

- Directed, planned, organized, and coordinated staff and store.
 - Principles and practices human resources management.
 - Managed product inventories, cash flows and financial budgets.
 - Provided quality customer services to internal and external customers.
 - Managed store and solved complex organizational and operational challenges.
 - Trained new and ongoing staff.
 - Directed and assigned tasks and other duties to staff.
 - Followed, enforced, and applied county, state and federal laws as they pertain to the organization.
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EDUCATION

- - **ADVANCED WRITING FOR PROFESSIONALS, COUNTY OF MONTEREY 10/26/2021**
 - **CONTRACT & PURCHASING ACADEMY, COUNTY OF MONTEREY 9/28/2019**
 - **BUSINESS WRITING & GRAMMAR SKILLS, COUNTY OF MONTEREY 6/15/2018**
 - **IRS TAX RETURN PREPARER CERTIFICATIONS 1/2012- 11/2015**
 - **VOLUNTEER STANDARDS OF CONDUCT CERTIFICATIONS 1/2012- 11/2015**
 - **7 HABITS FOR MANAGERS 7/2012**
 - **PROJECT MANAGEMENT FUNDAMENTALS 9/2012**
 - **WRITING ADVANTAGES - HOW TO BE A POWER WRITER 9/2012**
 - **EXCELLING AT CUSTOMER SERVICE 7/2012**
 - **PERFORMANCE MANAGEMENT & PROGRESSIVE DISCIPLINE 7/2012**
 - **BUSINESS OFFICE TECHNOLOGY, CENTER FOR EMPLOYMENT TRAINING (CET) 8/2008**
 - **HIGH SCHOOL DIPLOMA, SALINAS HIGH SCHOOL 2000-2003**
 - **PROGRAMMER ANALYST DIPLOMA, CENTER FOR COMPUTER AND TECHNOLOGY 1998-2000 (MEXICO)**
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COUNTY PAID/
VOLUNTEER
COMMUNITY
SERVICES

- ELECTED EXECUTIVE BOARD DELEGATE, SERVICE EMPLOYEES' INTERNATIONAL (SEIU 521) FOR COUNTY OF MONTEREY
 - ELECTED STEWARD, SERVICE EMPLOYEES' INTERNATIONAL UNION (SEIU 521) FOR COUNTY OF MONTEREY
 - ELECTED CHAPTER BOARD OF DIRECTORS REPRESENTING SOCIAL WORKERS UNIT K, SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU 521) FOR COUNTY OF MONTEREY
 - ELECTED BARGAINING (CONTRACT) TEAM MEMBER REPRESENTING SOCIAL WORKERS UNIT K, SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU 521) FOR COUNTY OF MONTEREY FOR NEW MOU. IN ADDITION, SERVE AS MEMBER OF SEIU521 IN SEVERAL INTERNAL COMMITTEES, COMMISSIONS AND CAMPAIGNS.
 - SERVED AS A FUNCTIONAL ASSESSMENT SERVICES TEAM (FAST) MEMBER DURING STORM DISASTER (WHEN NEEDED) DISASTER WORKER
 - SERVED AS A VOLUNTEER FOR THE PAJARO AREA FOR EVACUATION PREPARATION TO ALERT RESIDENT OF THE IMMINENT SEVERE RISK OF FLOODING
 - SERVED AS A VOLUNTEER AT CHRISTMAS AT CLOSTER PARK PROJECT
 - DEVELOPED A PROGRAM _ CLOTHING HOLIDAY DRIVE FOR HOMELESS
 - SERVED AS A MEMBER FOR THE HOLIDAY STOCKING PROJECT TO SERVE SENIORS
 - MONTEREY COUNTY COMMUNITY ACTION COMMISSION FOR DISTRICT (1) FORMER CHAIR REINSTATED.
 - BOARD OF DIRECTORS OF CENTRAL COAST ENERGY SERVICES INC
 - ACCESSIBILITY ADVISORY COMMITTEE (LAAC) MEMBER
 - VOTING ACCESSIBILITY ADVISORY COMMITTEE MEMBER (VAAC)
 - APPOINTED AS COMMISSIONER BY MONTEREY COUNTY BOARD OF SUPERVISORS TO MONTEREY COUNTY COMMUNITY ACTION COMMISSION FOR DISTRICT (1) 03/2019
 - OPERATIONS SHELTER WORKER 7/16
 - MONTEREY COUNTY ELECTIONS INSPECTOR, ELECTIONS DEPARTMENT
 - MONTEREY COUNTY ELECTIONS OFFICER, ELECTIONS DEPARTMENT
 - IRS TAX PREPARER, VITA PROGRAM UNITED WAY MONTEREY COUNTY
 - CHAPERONE, ALISAL UNION SCHOOL DISTRICT
 - IMMIGRATION AND HUMAN RIGHTS ADVOCATE, MONTEREY COUNTY IMMIGRATION TASK FORCE 3-2017 TO PRESENT
 - EXERCISE & LABOR MANAGEMENT COORDINATOR, MONTEREY COUNTY
 - COUNTY HOMELESS CENSUS WORKER, THE COALITION OF HOMELESS SERVICES PROVIDERS
 - JURY SERVICE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY
 - JURY SERVICE U.S. DISTRICT COURT FOR NORTHERN DISTRICT OF CALIFORNIA
 - LECTOR MINISTRY, SAINT MARY'S OF THE NATIVIDAD CATHOLIC CHURCH
 - ONE STOP COMMUNITY CENTER GRAND REOPENING COMMITTEE MEMBER
 - SERVED AS A MEMBER OF THE MULTI-COUNTY WORKGROUP OF THE REVA IT SYSTEM
 - SERVED AS AN EXPERT MATTER IN THE TRAVERSE ELECTRONIC FILE STRUCTURE DESIGN WORKGROUP AND QUESTYS MIGRATION REVIEW WORKGROUP IT SYSTEM.
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- SERVED AS A MEMBER OF THE CMIPS II IMPLEMENTATION WORKGROUP
 - SERVED AS A MEMBER OF THE EVV ELECTRONIC VISIT VERIFICATION, ETS (ELECTRONIC TIMESHEET SYSTEM) AND TTS (TELEPHONE TIMESHEET SYSTEM) WORKGROUPS
 - SERVED AS A MEMBER OF THE EVV ELECTRONIC VISIT VERIFICATION, ETS (ELECTRONIC TIMESHEET SYSTEM) AND TTS (TELEPHONE TIMESHEET SYSTEM) WORKGROUPS
 - SERVED AS A MEMBER OF THE HOMCARE2 SYSTEM WORKGROUP
 - SERVED AS A MEMBER OF THE MITEL MICOLLAB PILOT PROGRAM
 - SELECTED BY THE STATE TO SERVE AS A MEMBER ON THE NEW CMIPS DOCUMENT FUNCTIONALITY WORKGROUP AND USER ACCEPTANCE TESTING FOR THE APPLICATION

CREDENTIALS

- MONTEREY COUNTY COMMUNITY ACTIN PARTHERSHIP PUBLIC SERVICE ETHICTS CERTIFACTION
 - RECEIVED OATH OF OFFICE BY BOARD OF SUPERVISORS TO SERVE DISTRICT 1
 - MONTEREY COUNTY BADGE ACCESS FORMER PREVILEGE
 - MONTEREY COUNTY SHERIFF'S OFFICE BADGE ACCESS FORMER PREVILEGE
 - TRAVERSE DATABASE SYSTEM
 - FUNCTIONAL ASSESSMENT SERVICES TEAM (FAST) CA STATE CERTIFIED
 - CALIFORNIA DRIVERS LICENSE
 - LEVEL III BILINGUAL ENGLISH/SPANISH, CPS HR CONSULTING PROVIDING MERIT SYSTEM SERVICES
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- **HOMECARE 2 SYSTEM**
 - **CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM (CMIPS II)**
 - **MEDI-CAL ELIGIBILITY DATA SYSTEM (MEDS)**
 - **CONSORTIUM IV SYSTEM (C-IV)**
 - **REVA IHSS IP(PROVIDERS) SYSTEM ADMINISTRATOR**
 - **QUESTYS**
 - **CARE TRACKER**
 - **QA/FRAUD TRACKER SYSTEM**
 - **IMAGE NOW**
 - **COVERED CALIFORNIA**
 - **MICROSOFT OUTLOOK/ MICROSOFT 365**
 - **WORK ASSIGNMENT MANAGEMENT SYSTEM (WAMS)**
 - **ADULT SERVICES REFERRAL SYSTEM**
 - **VIRTUAL ONE STOP CASE MANAGEMENT SYSTEM (VOS)**
 - **SOLIDUS DESKTOP MANAGER SYSTEM**
 - **MICROSOFT OFFICE AND GRAPHIC & PROGRAM DESIGN SYSTEMS**
 - **CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM (LEGACY)**
 - **IHSS PROVIDER SEARCH TIME SHEET ENROLLMENT SYSTEM**
 - **IHSS PROVIDER ENROLLMENT SYSTEM**
 - **SAFETY AND SECURITY LICENSE/ DEPARTMENT OF CONSUMER AFFAIRS BUREAU OF SECURITY & INVESTIGATIVE SERVICES**
 - **TYPING CERTIFICATE 65 WPM AVERAGE**

PROJECTS
DEVELOPED/
MANAGED

- **AVAILABLE UPON REQUEST (IMAGED IN PDF)**
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ACCOMPLISHMENTS

HONORS & AWARDS

- 12/23 CERTIFICATE OF RECOGNITION AS COMMUNITY ACTION COMMISSIONER BY MONTEREY COUNTY BOARD OF SUPERVISORS
 - 4/2021 OUTSTANDING ADMINISTRATIVE PROFESSIONAL AWARD BY MONTEREY COUNTY SOCIAL SERVICES DIRECTORS
 - 5/2018 UNIONIST OF THE YEAR BY EXECUTIVE DIRECTOR CESAR LARA OF MONTEREY BAY CENTRAL LABOR COUNCIL CERT OF RECOGNITION
 - 5/2018 UNIONIST OF THE YEAR BY MEMBER OF CONGRESS JIMMY PANETTA CERT OF RECOGNITION
 - 5/2018 UNIONIST OF THE YEAR BY SENATEMEMBER WILLIAM M MONNING CERT OF RECOGNITION
 - 5/2018 UNIONIST OF THE YEAR BY ASSEMBLYMEMBER ANNA CABALLERO CERT OF RECOGNITION
 - 5/2018 UNIONIST OF THE YEAR BY ASSEMBLYMEMBER MARK STONE CERT OF RECOGNITION
 - SEIU521 UNION STEWARD CERTIFICATES
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