

Chaiya Zahara

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PROFESSIONAL SKILLS

Administration

- Aided management team with the State of Texas request for the American Red Cross assistance in housing an expected 30,000 evacuees affected by Hurricane Katrina.
- Fee all the staff and all local, national and international incoming volunteers as part of the management team that organized and implemented the Reliant Stadium sheltering solution.
- Helped to establish solid relationships by assisting with logistics, supplies and problem resolution.
- Assisted with new employee training including policies and services.
- Partnered with several executives as an assistant providing administrative support.
- Developed Excel spreadsheets to improve and inform quality and risk-assessment initiatives.
- Coordinated and hosted successful client seminars, including preparing PowerPoint presentations, creating invitations and promotional materials, book venues.
- Solicited in-kind donations from local vendors to secure ongoing food donations for staff and volunteers.
- Maintained office and logistical supplies inventory.
- Proficient in social networking tools; Facebook, X, LinkedIn, YouTube.

Business Development

- Assisted with the development of Dental Lab to extend the medical services of Bread of Life-Daybreak Community Center for low income and indigent people.
- Collaborated with volunteer dentists to stock dental supplies, x-ray machines and dental chairs.
- Coordinated and oversaw the construction and inventory of the dental clinic.
- Managed accounts payable.
- Created acquisitions for signage, dental forms, and other miscellaneous office supplies.

Supervision

- Supervised the labor electricians, carpenters, painters and plumbers.
- Supervised team of volunteers to distribute 500 meals per day as per the company rules and regulations.
- Trained and educated the workforce on work completion protocols and company standards of work.

WORK EXPERIENCE

- **Stride, Inc./K12 Schools, Herndon, VA**, Enrollment Representative/Student Advocate, (Contractor, Remote), June 2022 to January 2024
- **Purdue University Global, West Lafayette, IN**, Reading Tutor, Reading Partners (Temporary, Remote), February to May 2023

- **The Center for Marketing & Opinion Research, Akron, OH,** Telephone Interviewer (Temporary, Remote), March to May 2022
- **United Way of Greater Topeka, Topeka, KS,** Campaign Ambassador
- **Circles of Greater Topeka, Topeka, KS,** Volunteer Manager
- **AIG American General Life Companies, Houston, TX,** Marketing Coordinator
- **Houston Area Women's Center, Houston, TX,** Executive Assistant
- **National American Red Cross, Houston, TX,** Senior Administrative Assistant – Preparedness and Response

EDUCATION

- **IREM Sacramento Valley Foundation,** Real Estate Networking, Education, & Work (RENEW) Program – Property Management Training - 2024
- **Women’s Empowerment,** Job Readiness Certificate, 2024
- **INTEL,** Microsoft Certificate, 2024
- **Ready to Rent,** Certificate, 2024
- **Purdue University Global,** West Lafayette, IN, Master of Instructional Design and Technology Certification, Honors-Tri Alpha, October 2022 to June 2023
- **Washburn University/CIEE,** Topeka, KS, Teaching English as a Foreign Language (TEFL) Certification
- **Washburn University,** Topeka, Kansas, Bachelor of Integrated Studies- Emphasis on Nonprofit Management, College of Arts and Sciences
- **Houston Community College Systems,** Houston, Texas, Associate of Arts in Applied Science, Business Administration, Honors-Phi Theta Kappa

VOLUNTEER ACTIVITIES

- Personnel Committee Member – Topeka Housing Authority Board
- City of Topeka Commissioner --Topeka Housing Authority Board
- Leadership Summit – Women Empowerment
- Washburn Leadership Challenge – Washburn University
- Junior Leader Reader – United Way of Greater Topeka
- AmeriCorps Member - State of Kansas, Harvester’s Food Network
- Annual Luncheon Speaker -- Washburn Women’s Alliance
- Steering Committee Secretary -- Topeka Afterschool Coalition
- Topeka Community Conversation on Poverty

SELECTED ACHIEVEMENTS

United Way of Greater Topeka, Campaign for Grade Level Reading Summer Literacy Project: In my role as the AmeriCorps Volunteer In Service To America (VISTA) Campaign for Grade Level Reading (CGLR) Program Director, I forged an alliance with Raise Kansas on a Summer Literacy Project. A summer subcommittee was created to provide a forum to address summer learning loss and the immediate issues hindering the access to resources for 2015. New partnerships and collaborations to expand the capacity of existing programs as well as the piloting of new and innovative sustainable future programs happened organically between partners. I recruited and engaged new volunteers in the work. I applied for and received a summer learning grant.

Results: 3,590 books were collected. Several local libraries were supplied with books. Approximately 2,200 children were served.

American Red Cross Southwest Service Area, Supervised Feeding of Staff and Volunteers during Hurricane Katrina Astrodome: Evacuees fleeing Louisiana as a result from Hurricane Katrina came into Texas seeking shelter. The State of Texas asked the American Red Cross to help in the management of the site that expected 30,000 evacuees to arrive. I was responsible for providing meals for all the staff and all local, national and international incoming volunteers at the Greater Houston Area Chapter. As part of the management team, I help to organize and implement the sheltering solution for those affected by the hurricane. I supervised a team of volunteers and prepared for the feeding of 500 meals and snacks per day. In addition, I ordered office, logistical supplies, managed inventory and solicited in-kind donations from local vendors. I continued daily support for the overall management, staff, and volunteers with office administrative functions as needed.

Results: 10,000 people received food and supplies during the disaster relief operation.

AWARDS

- Spirit of Excellence Award, American Red Cross, Southwest Service Area
- Certificate of Appreciation, American Red Cross, Southwest Service Area