

TX 5063

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Eddy Chavez

Communications Coordinator

MY STORY:

With extensive experience in communications, social media, digital content creation, and program management, I am eager to contribute to an organization committed to meaningful change.

WORK EXPERIENCE

Communications Coordinator

SEATTLE'S LGBTQ+ CENTER

JUNE 2022 - PRESENT

- Increased Facebook and Instagram followers by 106.9% and enhanced views, reach, and engagement rates through targeted content social media campaigns.
- Produced social media content, videos, and reels, significantly boosting our online presence and community interaction.
- Collaborated on high-visibility social media campaigns with partners like Fred Hutch Cancer Center and spearheaded digital and traditional promotions for major events, including Youth Pride, Gardens and Gems, and World AIDS Day.
- Excelled in developing marketing strategies that heightened the visibility of LGBTQ+ stories and community milestones.

Diversity, Equity, and Inclusion, Program Manager

SEATTLE CHILDREN'S HOSPITAL

AUGUST 2020 - JULY 2021

- Led the expansion of an award-winning employee resource group program (AKA Affinity Groups), increasing membership by 22% and forming new Affinity Groups.
- Directed annual strategic planning, aligning nine affinity groups with hospital objectives and significantly boosting program engagement.
- Reported to Executive Leadership, delivering quarterly progress reports and refined communication processes for departmental newsletters, enhancing Affinity Group connectivity.

Occupational Health Information Systems

SEATTLE CHILDREN'S HOSPITAL

JUNE 2016 - JULY 2020

- Managed Employee Occupational Health database, overseeing system updates, profile management, and health record accuracy.
- Spearheaded process improvements that enhanced system efficiency and data integrity, which supported a 98% organization-wide vaccination compliance rate.
- Led the production of annual compliance reports for Executive Leadership and government agencies, ensuring that stringent HIPAA reporting standards were met.

SKILLS

- Social Media Management
- Content Creator
- Video and Film Production
- Copywriting
- WordPress
- Adobe Creative
- Canva Pro
- Capcut Pro
- ChatGPT
- Program Management
- Process Improvement

LET'S CHAT:



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EDUCATIONAL INFO

The Evergreen State College
B.A. Communications and Digital Media
March 2022

Seattle Central College
A.A.S. Film and Video Production
June 2006