

SORAYDA RIVERA

BILINGUAL COMMUNICATOR AND MOTIVATIONAL SPEAKER

CONTACT

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-  2107 Lindbergh St., Tyler, TX 75703

REFERENCES

Anita Brown - 903.594.8249

Leslie Diaz - 903.520.7482

Norma Niederhofer - 903.253.4192

Board Member

East Texas Wheelers and Walkers May 2013- Present

- Successfully manage and curate content for the organization's Facebook page, increasing engagement and followers to promote awareness and activities.
- Play a vital role in the planning and execution of various events, including fundraisers, support groups, and community outreach initiatives, ensuring their success and impact.
- Advocate for the needs and rights of people with disabilities, promoting awareness and inclusivity in the local community and beyond.
- Assist in fundraising activities, including donor outreach, and sponsor partnerships, to secure necessary funding for the organization's initiatives.

Administrative Assistant/Sales

Lone Star Handicap Vans, LLC, Tyler, TX July 2011-January 2017

- Collaborated with Veteran Affairs and various state organizations to facilitate the acquisition of vehicle modifications for customers.
- Managed administrative tasks efficiently, including payroll processing, invoicing, and record keeping, ensuring the smooth operation of daily business activities.
- Demonstrated strong multitasking abilities by taking on the responsibility of ordering equipment and materials required for vehicle modifications, ensuring timely delivery and availability of necessary resources.
- Played a pivotal role in sales support, assisting customers in choosing suitable handicap van modifications, addressing inquiries, and providing product information to drive sales and customer satisfaction.
- Collaborated with the sales team to create a seamless customer experience, providing administrative support for quotes, contracts, and follow-up communications.

HONORS AND AWARDS

- Tom Anderson Jr. Journalism Scholarship, 2020
- East Texas TRIO Alliance Scholarship, 2021
- Multimedia Feature, 1st place, Texas Intercollegiate Press Association, 2021
- Multimedia Feature, 1st place, TIPA, 2021
- Feature Story, 2nd place, TIPA, 2021
- Feature Reporting-Video, 3rd place, TIPA, 2021
- Feature Page Spread/Design - Newspaper, 3rd place, TIPA, 2021
- General Column, 1st place, TIPA 2022
- Phi Kappa Phi, 2022-Present
- President's List, 2020-2023