

KIRBY A. ARAULLO

KIRBYARAULLO@GMAIL.COM | (562) 481-8827 | DAVIS, CA

EXPERIENCE

Co-Founder; Director of Operations, 2018 - 2020

Bulosan Center for Filipino Studies, UC Davis

- Since 2012, establish foundations of the Institution through student and community outreach, social-media, workshops, and fundraising
- Manage office space and oversee all center activities including research and advocacy programs
- Increase student and civic involvement through educational opportunities, internships, lobby day, symposiums, and digital media

Department Coordinator, 2017 - 2019

Department of Asian American Studies, UC Davis

- Manage all 12 department offices including the George Kagiwada Research Library
- Oversee all department activities and implement student and community outreach objectives and marketing strategies for the department to increase majors, and maintain alumni and supporting networks
- Provide administrative support for faculty and the Student Affairs Officer to educate and retain Asian American Students through educational programs, academic advising, and knowledge of university and community resources

Media Communications Coordinator, 2015 - 2017

Explorit Science Center, Davis, CA

- Work closely with the Executive Director & Board Members to develop and implement strategic marketing and social media communications plan for signature programs and special events
- Provide administrative and events management support to the Director of Operations, Education Specialists, and Guest Relations Specialists
- Increase membership, attendance, partnership, and community engagement through creative media and outreach to schools in 18 Northern California counties

SKILLS

Highly skilled in gathering data, providing routine and complex administrative support, generating periodical reports, and ability to further organizational mission and work with communities of diverse backgrounds

- Office Management skills to independently prioritize and coordinate many work assignments in the most efficient manner, with urgent deadlines and with frequent interruptions
- Ability to communicate with confidence and discretion where matters of confidentiality are concerned
- Experience with the Microsoft Office Suite, Graphic Design, & Social Media Marketing
- Multilingual Speaker: English, Filipino/Tagalog, Kapampangan, & Spanish

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EDUCATION & PROFESSIONAL DEVELOPMENT

Harvard University (via Extension School), 2015 - 2018

- Graduate coursework in Government and History

Université catholique de Louvain (via edX), 2018

- Graduate coursework in International Law
- International Human Rights Law Certificate

University of California, Davis, 2010 - 2014

- Completed 208 units of credit towards a Bachelor's Degree in History

COMMUNITY INVOLVEMENT

National Coordinator for Culture & Heritage 2019 - Present

National Alliance for Filipino Concerns (NAFCON)

- Direct nation-wide programs to engage, empower, and unite Filipino American communities across the country through campaigns, conferences, and leadership trainings
- Recruit and supervise the Northern California delegation for the annual medical missions to the Philippines
- Mobilize and collaborate with student organizations, local businesses and institutions to fundraise for signature relief and rehabilitation programs

Culture Bearer & Community Educator, 2010 - Present

- Instruct API students and professionals about Asian American history and identity at various programs and non-profit organizations such as:
 - API Legislative Staff Academy, APIs Mobilize Youth Leadership Program-East Bay, Empower Yolo, etc.
- Facilitate culturally-relevant workshops and hands-on college courses at various youth conferences, community organizations and academic institutions such as:
 - UC Davis, University of the Pacific, San Jose State University, etc.
- Serve as Visiting Lecturer and Researcher on History and Culture to various institutions in the Philippines such as:
 - The Museum of Philippine Social History, City College of Angeles, *Sinupan Singing*: Indigenous Research Institute & Center for Kapampangan Cultural Heritage, etc.