

# Vivian Wuarchoz

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University of California, Berkeley (BS 1994) • [vwuarchoz@berkeley.edu](mailto:vwuarchoz@berkeley.edu)

<https://www.linkedin.com/in/vivian-wuarchoz-yang-75a37772>

<https://www.trailhead.ch>

+1 408 599 4716 (WhatsApp) • +41 (0)21 861 2427 (Swiss landline)

## Volunteering Communications Manager Applicant

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**US citizen** w/ diverse (volunteer / salaried) experience in China, Brazil, (French-speaking) Switzerland. Have exercised remote / hybrid / immigrant life / work options since the 1990s, using many iterations of tools & languages. 3 kids, now 18+ & (mercifully ;-D) autonomous.

## Soft & Hard Skillset

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Team Player • ENFJ • Enneagram 7 / The Enthusiast  
PHP / MySQL(i) Web Designer / Manipulator • Database Fan • WordPress (& Camper)  
Adobe Lover • DTP Geek • Marketing / Communications / Branding Junkie

## Experience

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**Trailhead Creations** / [trailhead.ch](http://trailhead.ch) (Grancy, VD / Switzerland)

Web / MarComm Designer

10.2007 – present (remote, hybrid remote, in-person [French / English])

**Professionally active career break.** Freelance design / production of websites and print-based marketing assets (cheers to VistaPrint). Client training when appropriate, esp Wordpress & AdobeCS (Dreamweaver, Photoshop, Illustrator, InDesign). Mandates include paid / volunteer gigs. Exposure to CiviCRM, Drupal, Slack, Zoom, GoogleStuff, GatherTown ...

**Odyssey Financial Technologies** (Lausanne, VD / Switzerland)

Marketing / Communications Specialist

12.1999 - 06.2007 (remote, hybrid remote, in-person [French / English])

Dynamic (PHP / MySQL) websites, database-driven reports, web- and print-based corporate communication assets, PowerPoint files, diagrams / schemas, etc. Creation, conversion, maintenance of all image file types - bitmap / vector-based; RGB / CMYK / spot. Copywriting (in English) of press releases, newsy bits, product docs, client case studies. Events production / coordination, internal training, presentations ...

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## **Bank of America** (San Francisco, CA / USA)

Sr. Portfolio Risk Officer / Metadata Manager  
01.1998 - 09.1998 (remote, hybrid remote, in-person)

Developed metadata database for client-server system used within bank. Documented technical system processes, executed queries against remote (Sybase SQL) databases, created web-based help file, provided end-user assistance.

## **Instituto Panamericano das Idiomas** (São Paulo, SP / Brazil)

English Teacher  
09.1998 – 09.1999 (in-person)

Taught English to executives and university students. Lesson topics included Business English, current events, (pop) culture, etc ... w/ some spill-over onto the tennis court, fazendas, praias ... tenho saudades !! ;-D

## **Qingdao Institute of Architectural Engineering** (Qingdao, Shandong / China)

English Teacher  
07.1995 - 07.1997 (in-person)

Taught English to Foreign Trade students (undergrad to PhD level). Worked in collaboration with Stanford University - based NGO (Volunteers in Asia). Learned enough Mandarin to appear on TV and get radio coverage ...

我想再說中文 !! ;-D

## ATS for Habitat for Humanity

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Please kindly note that this ATS-targeted CV was created for your **Volunteering Communications Manager** position (2359 / 8541BR). I believe that my combination of grassroots volunteer work, hard-earned immigrant triumphs, technical skills, and overall hope for humanity just might make me a good fit for your post. Warm-blooded human beings are kindly and cordially invited to speak w/ me directly via one of the contact methods offered on the previous page. Writing samples, credentials, and colorful goodies can be found on my website (URL below) ...

“Oh, the places you’ll go ...”  
–Dr. Seuss ;-D

<https://www.trailhead.ch>