

**VICTORIA L. STONER**  
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**Work Experience**

**Blend Inc., Remote (Based in San Francisco, CA) 11-2021/Present** *Closing Specialist.*

Process and quality-check up to 27 mortgage applications a day using NotaryCam and DocuSign.

**Northwest Consumer Law Center Seattle, WA 08-2021/11-2021** *Legal Assistant.*

Prepare pleadings, schedule client meetings, and conduct an average of 27 client intakes per week 25% with the help of a translation service. Track & report on client demographics as well as on my own intakes.

**Bloomberg 2020, Tacoma, WA 01-2020/03-2020** *Field Organizer.*

Our regional office has the highest overall and average numbers for phone outreach (354 one day with 5 people) and in-person canvassing contacts.

**Vashon Shuttle Vashon, WA 04-2016/01-2020** *Assistant Manager.*

Maintained a filing system for all records, customer service, fleet & driver scheduling, report writing (DOT, Port of Seattle).

**Washington State House of Reps. Olympia, WA 01-2016/03-2016** *Session Aide.*

Attended meetings with constituents, desk coverage and newsletter.

**Vashon Shuttle Vashon, WA 06-2015/12-2015** *Office Assistant.*

Fleet maintenance logging and scheduling, night driver, scheduling for shuttles and charters, creating employee schedules, and online (Facebook, Yelp) and local (Local paper and roadside signage) marketing.

**Washington State House of Reps Olympia, WA 01-2015/04-2015** *Session Intern.*

Tracked legislation, legislative research, speech, and resolution writing. Full time.

**TESC Media loan, Olympia, WA 08-2014/11-2025** *Media Loan Assistant.*

Booked media recording studios for student artists, maintained loan records for film and audio equipment. Conducted 3- weekly AV equipment checks in every classroom.

**TESC S & A Fee Board, Olympia, WA 10-2013/06-2014** *Committee Member.*

Approved and wrote the annual budget for student groups with my cohort by consensus. Evaluated student group funding proposals for student clubs.

**Vashon Shuttle Vashon, WA 12-2005/07-2013** *Customer Service Specialist.*

Booked and recorded airport shuttle and charter van reservations, maintained office records, handled customer questions and complaints in person, email and over the phone.

**The Oregon Bus Project (Next Up) Portland, OR 2014 Summer Fellow.**

Field Action Days (trained 20+ volunteers) and Turf cutting. Worked for a marijuana legalization campaign, an immigration reform campaign, and a carbon tax campaign.

**United Student Association Seattle, WA 09-2012/06-2013 Vice President student gov.**

Organized events: Spring Dance 150 attended, Pancakes and Politics Legislative Rep meet and greet and voter registration drive 350 students got pancakes, 200 staff and students registered to vote, volunteer fair 90 students connected with non profits to sign up to volunteer. Meeting parliamentarian.

**Education**

**The Evergreen State College Olympia, WA 09-2013/03-2016 Bachelor of Arts Degree**

*Coursework:* Educational Field Research and Pedagogy, American Ethnic Studies, Latin American Studies, First Amendment Law, Washington State Government, Washington State History and Statistics. Incomplete.

**Tacoma Community College Tacoma, WA 09-2018/06-2020 Paralegal Pro Certificate**

*Coursework:* Paralegal Fundamentals & Ethics, Legal Writing & Research, Interviewing & Investigations, Intro to Civil Procedure, Civil Procedure.(ABA Approved)

**South Seattle College Seattle, WA 09-2005/06-2013 Associate of Arts Degree**

I started with the Running Start program to earn college credit and finish highschool Fall 2005-Spring 2006 at South Seattle. I tried to finish my degree part-time while working for years before choosing to work part time to focus on my education, starting Winter 2011.

**Leadership/Volunteer Activities**

**Resilient@Blend ERG, Remote 04-2022/12-2022 Committee Member.**

Resilient@Blend is an Employee Resource Group (ERG) for people with disabilities. I supported event planning for Diversability Unplugged, and attended twice monthly committee meetings.

**West Seattle Food Bank, West Seattle, WA 12-2022 Distribution Volunteer.**

I volunteered weekly in December 2022. I restocked, distributed and organized donated food for my neighbors that came in. Some days I could give out more food than others based on availability which I communicated clearly and respectfully to everyone.

**ABAR Reading Group Vashon, WA 07-2020/03-2021 Volunteer Facilitator.**

Cooperatively arranged, scheduled, and facilitated book studies of Anti-Bias, Anti-Racist (ABAR) readings.

**Tacoma Pro Bono Tacoma, WA 06-2019/01-2020 Volunteer Intake Specialist.**

Conducted client intake interviews taking care to book them into legal clinics specializing in domestic violence intakes and referrals.