Eric Reyes

Program Design · Project Coordination · Building with AI

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PROGRAM DESIGN	COORDINATION	LEADERSHIP	BUILDER
Ideas mapped into working programs	People, timelines and launches kept on track	VISTA Leader at two organizations	From a blank page to a live launch

I'm at my best taking a big idea and mapping it into something real: a plan, a timeline, a program people actually use. Five years in nonprofit and AmeriCorps programs taught me how to **coordinate people and moving parts**. Founding Friends Ahoy taught me how to **design a program from the ground up**. And because I build my own tools with AI, a good plan doesn't stall waiting on a developer.

EXPERIENCE

Founder & Program Lead · Friends Ahoy · Longmont, CO — Mar 2026 – Present

- Took Friends Ahoy from an idea to a launched program: mapped a **five-part framework** for adult friendship and designed a free self-assessment that gives each person a profile, one small next step and check-ins at 7 and 30 days.
- Ran a 20-person pilot and reworked the design through **8 versions** based on what people told me; built a partner version that shows libraries, colleges and community programs what their members need.
- Mapped the Year 1 budget and funding plan, and fact-checked all 35 research sources against the originals before going to funders.
- Built the website, results tracking and follow-up emails myself, using AI tools.

Operations & E-commerce Consultant · Acutealypse · independent art brand, CO — Jun 2026 – Present

- Mapped the brand's relaunch from first product to launch day and kept it on schedule; rebuilt the website and store, which opened in October 2026 with **13 products**.
- Run the print side with three vendors, from proofs to delivery; caught a print defect and got the vendor to make it right.
- Built pricing that covers every cost, set up payments and sales tax, and relaunched the brand's social media.

CivicSpark Fellow · Public Health Institute · Boulder, CO — Jan 2025 – Jun 2025

- Built outreach for Boulder County energy programs, kept contractor records clean in Salesforce, and wrote down the workflows so the program could keep running after I left.

AmeriCorps VISTA Leader · Center for Employment Opportunities · Remote — Dec 2023 – Dec 2024

- Led a remote team of up to **8 VISTA members** with biweekly 1:1s, coaching and professional development.
- Sat on hiring interviews for new members and staff, and wrote a monthly newsletter for stakeholders.
- Tracked how the program was doing, cleaned up internal processes, and organized volunteers for the MLK Day of Service.

AmeriCorps Project Coordinator & VISTA Leader · United Way of Weld County · Greeley, CO — Apr 2022 – Sep 2023

- Coordinated about 8 members across **5 host sites**, keeping people, paperwork and timelines moving.
- Recruited members nationally, designed trainings and Days of Service, published a biweekly newsletter, and handled the program's AmeriCorps reports.

ADDITIONAL EXPERIENCE

Direct Support Professional · Sample Supports, Longmont, CO · person-centered support for adults with disabilities — Mar – May 2026
Financial Education Outreach Coordinator · Community Action of Skagit County, WA · built the coalition's WordPress site — 2019 – 2020
Financial Literacy Project Coordinator (VISTA) · Kula No Nā Po'e Hawai'i, Honolulu · curriculum in public schools — 2016 – 2017
Customer Service & Telesales · OtterBox and T-Mobile, Fort Collins, CO — 2013 – 2015

SKILLS

Design & planning: program design, project planning, timelines and roadmaps, process mapping, training design

Coordination: team and volunteer leadership, vendor management, budgets and pricing, newsletters, reporting

Tools: Salesforce, Google Workspace, Microsoft Office (Excel), WordPress, WooCommerce, Canva, Trello

Web & AI: AI-assisted development (Claude), AI workflow design, HTML/CSS/JS

LIVE WORK YOU CAN SEE

Web animation: animated hero scenes on the Friends Ahoy home and About pages and an illustrator's About page.

Connection Profile: an interactive self-assessment with scoring and personalized results, at friendsahoy.com.

Acutealypse shop: the brand's WordPress/WooCommerce store, at acutealypse.com/shop.

EDUCATION & CERTIFICATIONS

Psychology coursework toward a B.A. · Colorado State University · 15 credits from completion — 2020 – 2022
A.A., Psychology · Aims Community College · Phi Theta Kappa, VP of Scholarship & Treasurer — 2018 – 2020
Adult First Aid/CPR/AED · American Red Cross — Current