

# Ofa Vista Matagi

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## Education

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**University of Utah**  
**UT**

**Salt Lake City,**

Master of Public Administration

August, 2018- Leave of absence

- GPA: 4.0/4.0
- Relevant Coursework: PADMN Administrative Theory, PADMN Public Human Resource Management.

**University of Utah**  
**UT**

**Salt Lake City,**

Double Bachelor of Political Science & Ethnic Studies

August 2005-May, 2018

- GPA: 3.0/4.0
- (High School GPA: 3.85/4.0)
- Relevant Coursework: POLS 5965 Adaptive Leadership

## Professional Experience

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**Pearson Butler**

**Salt Lake City, UT**

*Estate Planning Paralegal*

JAN 2021 - CURRENT

- Manage current caseload of 30 clients for attorney: set up client meetings w/attorney, handle all correspondances and follow up of paperwork in preparation for Document Review Signing Meeting.
- Prepare drafts of client's estate planning case including but not limited to: trusts, will, advanced health care directive, probate, etc.

**Savage Services Corporate**  
**UT**

**Salt Lake City,**

*Accounts Payable Clerk*

MARCH 2019 - NOVEMBER

2020

- Process invoices for various vendors utilized throughout all of Savage's supply chain divisions spanning North America, Canada, Mexico and Saudi Arabia.
- Serviced and maintained account relationships with suppliers who consistently processed their payments via Purchase Orders on large accounts such as tires, fuel, office supplies, etc.
- Worked closely with other departments within the corporate office such as Accounts Receivables, Procurement, Payroll, Tax & Treasury.

**University of Utah's Office of Scholarships & Financial Aid**  
*Financial Aid Advisor*

**Salt Lake City, UT**  
DECEMBER 2016 - DECEMBER 2018

- Provide federal financial aid information to students, parents and academic advisors.
- Process verification in order for students to be packaged and awarded aid.

**Summit Disability Law Group**  
*Administrative Paralegal*

**Salt Lake City, UT**  
MAY 2015 - DECEMBER 2016

- Oversaw daily operational tasks of a start-up, Social Security Disability Law firm.
- Evaluated prospective cases and met with clients.
- Managed large caseload from intake to hearing.

**Cannon Disability Law**  
*Appeals Specialist/Legal Assistant*

**Salt Lake City, UT**  
MAY 2010 - MAY 2015

- Managed Social Security Disability Law Appeal of Initial & Reconsideration denials.
- Performed general legal assistant duties for various attorneys: calendar, filings, filing and research. As well as assisting clients with disability packets: WHR, ADL, Pain, etc...

## Leadership & Activities

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**Tracy Aviary Board of Trustee**  
*Chair of Diversity Equity & Inclusion Committee*

**Salt Lake City, UT**  
DECEMBER 2017 - PRESENT

*Mission: "Tracy Aviary is committed to inspiring curiosity and caring for birds and nature through education and conservation."*

- Meet monthly to discuss, plan and execute ongoing initiatives for the Aviary at large.
- Increase membership and patrons to attend all 3 of the Aviary's campuses.
- Our annual fundraising event's such as Ready to Hatch and Migration Libation enable us to add more exhibits for the following fiscal year.
- Engaging populations and providing spaces of inclusivity for those who do not typically attend the Aviary.

**Salt Lake County Committee on Diversity Affairs**  
*Criminal Justice & Law Enforcement Subcommittee Member*

**Salt Lake City, UT**  
SEPTEMBER 2020- PRESENT

*Mission: "CODA's prioritized refocusing includes the alignment of skilled individuals with areas of great need. Mayor Jenny Wilson's planned approach includes expanding the board of diverse CODA community-based advisors and partnering with specialized county staff to head up major efforts."*

- Under the direction of Jojo Liu who presides over 15-20 community members within the subcommittee who meet 1x month to discuss issues, solutions and wider collaboration varying from: dismantling the school to prison pipeline, incarceration rights and reducing recidivism.
- The Council on Diversity Affairs (**CODA**) is a body made up of diverse community members appointed by the Mayor to help identify systemic failures, provide policy recommendations, and focus on measurable actions toward addressing equity, access, institutional reform and racial justice in Salt Lake County.

### **Utah Pacific Islander Civic Engagement (UPICEC)**

*Board Member*

**Salt Lake City, UT**

JANUARY 2016 - PRESENT

*Mission: "Empowering Utah's Pacific Islander Community through education, leadership development, and advocacy."*

- Meetings are monthly or bi-monthly during legislative session and meets on a needs basis throughout the year.
- Hosts annual Town-Hall meeting focusing on various topics concerning the P.I. community as well as quarterly GOTV initiatives.
- In 2018 we registered over 500 new constituents to vote in the Salt Lake and Utah Counties.

### **YWCA, Utah**

**UT**

*Young Women's Leadership Council*

2018

**Salt Lake City,**

DECEMBER 2012 - MARCH

*Mission: "Dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all."*

- Served as President from July 2014-June 2015
- Promote outreach to community of at-large events: Real Women Run, Leadership Luncheon, fundraising events throughout the year.
- Put together annual council events: Leadership Summit, Infinity Groups., YWEmpowered. Our YWCA 2018 Young Women's 7th Annual Leadership Summit sold out with over 200 young professionals in attendance. Of this half day event of professional development in addition to keynote speaker, we have panel of guests and breakout sessions with lunch.

## Skills and Interests

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**Technical Training:** Seven years of legal writing & citation in SSA Law (appeals, hearing briefs)

**Languages:** English, Semi-fluent in Tongan

**Achievements:** 2018-19 Hinckley Institute of Politics Semi-Finalist Public Speaker

**Interests:** I am an advocate and proponent for civic and community engagement.

## Board Member Nomination &amp; Application

Board: Salt Lake County Planning Commission Date: 3/1/21Nominated By (if applicable): N/AApplicant Name Ofa Vista Matagi

Home Address: [REDACTED] City, State, Zip [REDACTED]

Work Address: [REDACTED]

Home Phone: [REDACTED] Work Phone: N/A E-Mail: [REDACTED]

Would applicant prefer work or home phone/address used as mailing address? \_\_\_\_\_

Salt Lake County Council District #: Residence of 3 But works in 5

To find the district you live in go to <http://slco.org/council/district-map/> and click the "Interactive Maps" area. Enter your address into the search box to find your County Council representative. Be sure to enter the District representative rather than the "At Large."

I prefer that my personal contact information remain private and protected Yes  No 

Unique qualifications and/or perspectives you would bring to a Board or Commission:

I am an active community engaged member. previously ran for House of Representatives HD23 (West Valley City) but did not advance after primary elections. I also identify as a first generation Pacific Islander Tongan American woman. Currently serve as a Board of Trustee @ the Tracy Muiy and a strong proponent of environmental conservation/ stewardship. I have worked in law for over 7 years, 2 in higher education. Currently I work as an estate planning paralegal and beginning to become informed about deeds/land/property between persons) and county.

I have been following & interested in the relationship between housing, transportation, air quality, land use & local authorities.

Believe my unique identity & experience will offer great perspective of under-represented communities traditionally not heard in these spaces, as a woman who primarily grew up on the westside!"

**Board Member Nomination & Application**

Applicant Name Ofa Vista Matangi

Are you a current member of another county board? Yes  No

If yes, board/commission \_\_\_\_\_

Have you ever been a member of a board or commission in the county? Yes  No

If yes, board/commission \_\_\_\_\_ Dates: \_\_\_\_\_

Are you or any member of your immediate family a county employee? Yes  No

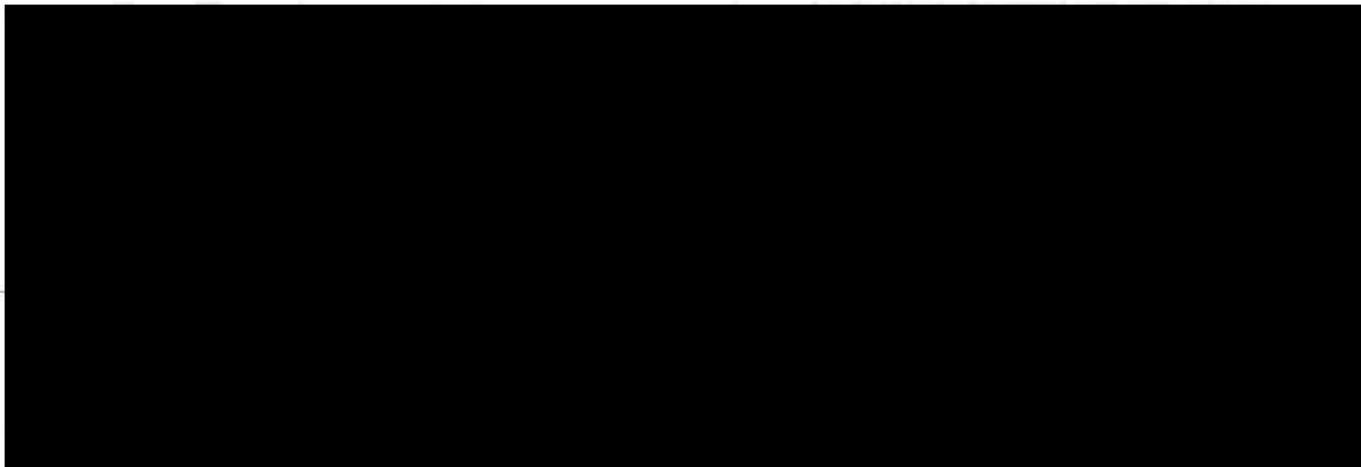
If yes, explain \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If yes, explain \_\_\_\_\_

**Demographics (optional)**

The information on this section is for statistical purposes and is confidential.



*Forward this application and nomination to the contact below with a resume:*

**Planning Coordinator  
2001 S. State Street, # N3-600  
Salt Lake City, Utah 84190  
Email: wgurr@msd.utah.gov**