

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.**

All fields must be completed.

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **October 24, 2013**

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number – that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointment of Alexis Menocal Harrigan to the Denver Latino Commission effective immediately and expiring on January 1, 2015 OR until a successor is duly appointed.

3. Requesting Agency: Mayor's Office

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- Name: Anthony Aragon
- Phone: 720-865-9032
- Email: anthony.aragon@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- Name: Anthony Aragon
- Phone: 720-865-9032
- Email: anthony.aragon@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

[Insert general description here.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. Contract Control Number:
- b. Duration: Terms effective immediately and expiring January 1, 2015
- c. Location:
- d. Affected Council District:
- e. Benefits:
- f. Costs:

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain.

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

Latino

Alexis Menocal Harrigan

3222 S. Fairfax St. • Denver, CO 80222

303-656-0445

a.menocal26@gmail.com

Professional Experience

Office of U.S. Senator Michael Bennet

October 2011- Present

Constituent Advocate

- Managed education and immigration outreach. Draft briefings, disseminate education and immigration policy information to stakeholders in the state, and maintain strong relationships with education and immigration leaders in state.
- Managed Latino outreach. Develop and maintain relationships with Latino leaders and community stakeholders, to communicate community needs and concerns to policy staff in Washington D.C. and senior staff with recommendations.
- Manage education casework, including, student loans, financial aid for low income, Spanish speaking and students facing challenges with undocumented status. Case referrals and “soft hand-offs” to state and local agencies, most often school districts and universities. Track trend to move to issue area to make policy or systematic change recommendations.
- Intern Program Coordinator, train, coach, hire and manage high caliber professional student interns. Lead staff intern team.

Colorado “I Have A Dream” Foundation

August 2008-October 2011

Volunteer Coordinator

- Recruit, interview, and place volunteers and mentors to work with at-risk youth.
- Facilitate trainings for volunteers and mentors.
- Provide ongoing volunteer feedback, recognition, and ongoing communication with volunteer base via database tracking system.
- Facilitate board member relationships for program development.
- Oversee college preparatory service programs.
- Develop and maintain innovative tutoring programs
- Create formal and informal relationships with community businesses and corporations for establishing a greater volunteer pool and program partnerships

AmeriCorps Service Fellow

- Develop, oversee and evaluate a year-round program of appropriate activities to support at-risk youth’s academic, cultural, social and recreational needs including a daily after-school and summer program, based out of local housing authority community
- Act as a positive role model and provide guidance to at-risk youth. Encourage high academic standards and emotional growth.
- Establish and maintain positive working relationships with classroom teachers and school staff.
- Advocate for students and families within schools, housing communities, and community school board events.
- Advocated on behalf of “I Have a Dream” to keep local recreation center (La Alma) open in order to keep safe space for community, youth, and families to gather.
- Navigated culturally diverse environment, maintaining relationships with African American, Latino, and Refugee students, families, and communities. Use of Spanish (native speaker) and intermediate French.

University of Denver

January 2008-December 2008

Orientation Manager

- Developed & implemented week-long orientation program for first-year students.
- Managed, trained, supported 90 student staff who lead 1,200 first-year students.
- Coordinated faculty and students in first-year seminar placements and programming.
- Developed and maintained community partnerships for new-student resources.
- Coordinated and managed daily orientation programs across campus and throughout Denver for students, faculty, and student-life employees.

Educational Experience

University of Colorado - Denver

Masters of Public Administration

In progress, anticipated graduation December 2012

University of Denver

Bachelor of Arts in International Studies & Religious Studies

Daniels Scholar Recipient

Competitive four-year un-met need scholarship based on financial need, strong academic promise, leadership potential, strong character, and community service.

Foreign Language

Spanish-Native speaker. French-Intermediate.

Volunteering

Mentor at Colorado "I Have a Dream" Foundation (October 2011-Present) Denver, CO
Mentor undocumented, ESL middle school student through mentoring, including tutoring. Navigate relationship with student and parent primarily in Spanish.

Mejia for Mayor Campaign (January 2011-May 2011) Denver, CO
Internship recruitment, Latino outreach, general campaign volunteer tasks.

La Casa Hogar Orphanage (December 2007) Atotonilco, Jalisco, Mexico
Lived in and worked at an orphanage with girls ranging from 1-18 years of age. Academic and life-skills development.

South High School Newcomers Center (September 2006-May 2007) Denver, CO
Helped students new to American transition into high school education track. Assisted Latino and African students, teaching English and developing communication skills.

El Centro Humanitario (September 2006-May 2007) Denver, CO
Taught English to undocumented Spanish speaking women. Assisted in creating a safe community of support with resources.