

Chajito (Chy) Montoya

◆ 1755 W. 51st Avenue ◆ Denver, CO 80221 ◆ 720.422.1720 ◆ cmontoyasanchez@gmail.com ◆

SUMMARY OF QUALIFICATIONS

- Over fifteen years of experience working with elected officials and community leaders.
- Over ten years of experience working in the non-profit sector, with an emphasis in event planning, fundraising and program/project coordination.
- Strong work ethic and commitment to excellence.
- Background in office administration, with the ability to perform well under pressure.
- Ability to work with people from diverse socio-economic and cultural backgrounds.
- Exceptional people/rapport skills with all levels of administration.
- Excellent organization, prioritization and project management abilities.
- Bilingual in Spanish.

EDUCATION

University of Colorado at Denver, Denver, CO

Masters in Public Administration w/ a Local Gov't Concentration, Graduated Spring 2015

Georgetown University, Washington, DC (The Center for Juvenile Justice Reform)

Juvenile Diversion Certificate Program (Executive Certificate), Completed Fall 2014

Metropolitan State College of Denver, Denver, CO

Bachelor of Science, Major: Criminal Justice & Criminology, Graduated Fall 2007

TRAININGS

MANA (A Nat'l Latina Organization), Avanzamos Ford Fellowship Program in Orlando, Florida, 7/2009

MANA (A Nat'l Latina Organization), Financial Literacy Consultant Program in Washington, DC, 5/2009

Circle of Latina Leadership Program (100 hours), 12/2007

Coors Líderes (Leadership) Program, 8/2007

Extensive Cultural Competency Training, curriculum provided by former State Senator Polly Baca, 2003-2005

PROFESSIONAL EXPERIENCE

City and County of Denver, City Council - Denver, Colorado

7/2011-present

Chief of Staff, Office of Councilman Albus Brooks, District 8

- *Council Member Services*
I provide an array of services and assistance to Councilman Brooks for the successful operation of our Council office. This includes: managing scheduling requests related to our office priorities and district needs, conducting research to collect relevant information and preparing Councilman Brooks for meetings by drafting documents and briefing him accordingly.
- *District Operations*
I coordinate specific functions within the district including scheduling and/or attending events and working with the community and other agencies to achieve Councilman Brooks' goals. I gather, track and respond to constituent concerns and inquiries, manage the office budget and expenditures, including procurement and travel card reconciliation and I work with the City Controller's office on all transactions. I also provide justification for budget requests and manage the operations of the office to ensure everything is running smoothly.
- *Information Management*
I collect, track and respond to constituent concerns and inquiries, which includes assessing the needs of the constituent, following up and referring the inquiry to the appropriate resource or city agency/staff. I manage the office database of constituent contact information, inquiries and casework. I also manage Councilman Brooks' Facebook page, develop and distribute communication material for our office that includes newsletters, press releases, articles and other notices as well as handle the coordination of press calls and interviews.

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City and County of Denver, City Council - Denver, Colorado

3/2010-7/2011

City Council Aide II to Councilman-at-Large Doug Linkhart

- Provide assistance to community members/constituents on various issues and services. Assess needs, follow-up and refer to appropriate resource or city agency/staff, if needed.
- Assist Council member by conducting research to collect relevant information and provide a brief to prepare them for meetings.
- Responsible for writing articles and formatting the lay-out to Councilman Linkhart's monthly electronic newsletter (E-Link) and quarterly newsletter (People Link).
- Coordinate on-site/off-site meetings, activities and travel logistics for Councilman Doug Linkhart.
- Serve as a liaison to various community organizations.
- Maintain program files and materials for documentation and reporting.
- Overall office management coordination.

Latin American Research and Service Agency (LARASA)* - Denver, Colorado

2000-2010

Family Health Advocate

2008-2010

- Provide Single Purpose Application (SPA) assistance for Food Assistance, Cash Assistance and Medical Assistance programs to community members.
- Coordinate on-site and off-site meetings and activities for the Family Health program.
- Maintain program files and materials for documentation and reporting.
- Responsible for submitting quarterly and final reports to funders for various contracts, grants and projects.
- Develop and maintain relationships with all clients (especially the Spanish speaking population of the Metro Denver area), service providers, community leaders and partner organizations.

Events Director

2004-2008

- Directed and implemented fundraising events through oversight of committees and volunteers.
- Produced a wide array of special events, from the planning phase to completion. Assisted with marketing efforts and oversaw sponsorship recruitment, staffing/vendor/ and volunteer management.
- Proven success planning and directing executive-level administrative affairs, including coordination of calendars/schedules, scheduling meetings, coordinating calls, composing, proof-reading and editing correspondence, prioritizing mail and maintaining communication with a broad range of professionals, organizations and agencies.

Meetings and Events Coordinator

2003-2004

- Responsible for coordinating, planning and implementing meetings and events.
- Established and maintained relationships with non-profit organizations, foundations and government agencies.
- Recruited, trained and supervised volunteers to assist at special events.
- History of flexibility and adaptability to any assignment or position, with proficiency in balancing multiple, competing, time-sensitive projects and priorities.

Executive Assistant

2000-2003

- Provided support to Executive Director, Board of Directors, Board sub-committees, Board of Advisors and agency staff. Preparation of: communication, contracts, correspondence, expense reports and Board minutes.
- Coordinated meetings and travel logistics for the Executive Director.
- Maintained sensitive files and monitored grant and contract paperwork for completion and accuracy.
- Served as the liaison to the Board of Directors and Board of Advisors.

References Available Upon Request

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*Promoted from Executive Assistant to Meetings and Events Coordinator before becoming Events Director.

Affiliations

Denver Latino Commission, Appointed by Mayor Michael B. Hancock, Commissioner, 2015 - Present
University of Colorado at Denver, Latino Advisory Committee for their MPA Program, Member, 2015 - Present
César Chávez Peace and Justice Committee of Denver, Member, 2012 - Present
Servicios de la Raza, Board Member & Secretary, 2011 - Present
Circle of Latina Leadership, Alumni/Member, 2007 - Present