

# Vera Atilano

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## Professional Summary

Results-oriented and high-energy professional with talent for program development and evaluation, education and training, working with diverse communities and inspiring leadership.

## Education

**BA | MAY 1979 | COLORADO COLLEGE**

Major: Spanish/Education

## Experience

**LIBRARY PROGRAM ASSOCIATE | DENVER PUBLIC LIBRARY | DENVER, CO  
5/2017 - PRESENT**

Support the efforts of the Early Learning Department and early learning efforts in library branch locations across the City. Provide storytime in Spanish and English for babies, toddlers, and preschoolers in outreach settings across the City; support the Read Aloud Program by providing storytime and recruiting, training, and supporting volunteers; connect with and support parents, caregivers and educators to provide research-based, engaging workshops, in both Spanish and English, on the importance of early learning and how to support early learning in the home and school environments; connect with community partners to support early learning efforts across the City; work closely with the City's diverse immigrant populations; connect the department's customers with library resources.

**MOTHEREAD/FATHEREAD EARLY CHILDHOOD LITERACY COORDINATOR | COLORADO HUMANITIES |  
GREENWOOD VILLAGE, CO  
1/2014 - 5/2017**

Coordinated a five-year external study of the Motherread/Fatheread curriculum that helped develop children's school-readiness, grow early literacy skills, and promote ongoing success in school by working with parents and caregivers to increase frequency of reading with young children and enhance the quality of the reading environment at home and school. Responsible for statewide program outreach, coordination and delivery of Motherread/Fatheread and Story Exploring training institutes for educators and caregivers from preschools, Head Start programs, elementary schools and community organizations; delivered bilingual parent/child Motherread/Fatheread literacy classes at schools and community organizations in metro Denver; served as agency liaison to Motherread, Inc.; developed and delivered observation/coaching to trained caregivers; developed a program implementation toolkit for program partners; developed program protocols and oversaw project data collection and management; responsible for data reporting to stakeholders; ensured that agencies and schools receive book grants; supervised one office assistant and oversaw program web-page updates, as well as an interactive registration web page portal; assisted with grant writing, reports and budget management; translated program materials in Spanish as needed.

**ADULT EDUCATION DIRECTOR | ADAMS COUNTY SCHOOL DISTRICT 14 | COMMERCE CITY, CO  
2/2001 - 8/2013**

Managed a year-round state funded adult and family literacy education program, serving more than 500 adult and out-of-school teens on an annual basis. Taught English as a second language, ABE/GED, citizenship, and provided school to career and family literacy classes programming; developed adult education policies and procedures; oversaw ongoing student recruitment; instituted annual course calendars, student testing, placement and orientation procedures; assisted with grant writing, ensured grant compliance; developed data collection protocols, managed student data and reports to federal and state funders; handled all program purchases and inventory; hired, supervised and evaluated employees; developed training opportunities and aligned to meet staff need; translated all program materials to Spanish; organized community based meetings and workshops around social and educational needs of district parents and adult learners; worked with Colorado Department of Education to develop the Adult Basic Education Authorization; served on Colorado Adult Education Professional Association board; collaborated with Adams County Workforce, community colleges and other adult education and family literacy networks.

**PROGRAM DIRECTOR | GIRLS INCORPORATED OF METRO DENVER | DENVER, CO  
2/1991 - 12/2000**

Administered program, both directly and through staff and program volunteers. Explored changing interests and developmental needs of girls to keep up to date with changing patterns; developed program curriculum for local and national program initiatives; conducted strategic program planning and evaluation; recruited, hired and trained staff and volunteers to carry out programs; counseled girls individually and collectively, and made referrals as needed; stimulated interest and enthusiasm within the community for agency activities and interpreted agency programs to interested individuals and groups; built contacts within the community which expanded services for girls; initiated and cooperated in inter-agency collaborative efforts that served girls; assumed duties of executive director as delegated; acted as liaison to board program committee, and/or other advisory groups as requested.

**ENGLISH AS A SECOND LANGUAGE TEACHER | SOUTH CENTRAL BOCES | PUEBLO, CO  
1987 - 1990**

**PROGRAM DIRECTOR | GIRLS CLUBS OF PUEBLO | PUEBLO, CO  
1985 - 1988**

**BILINGUAL EDUCATION COORDINATOR | UNIFIED SCHOOL DISTRICT 214 | ULYSSES, KS  
1981 - 1983**

## **References**

Available upon request