

Adriana Magaña

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Professional Profile

- Spanish language fluency - interpretation and translation experience.
- Federal and local government experience.
- Demonstrated success in community engagement and organizing.
- Skilled at developing and effectively distributing communication materials and serving as a spokesperson.
- Experienced managing an office and supervising personnel.
- Experienced in fundraising monetary and in-kind donations for annual community events.

Professional Experience

Denver City Council- Denver, CO

Aide to Councilmember Paul D. López, District 3

(July 2011 to Present)

Provide an array of assistance and services to the Councilmember and west Denver residents, including conducting research and briefing the Councilmember on neighborhood and city issues; planning and facilitating events; representing the Councilmember at meetings with residents; responding to resident inquires and concerns; managing the office budget and expenditures; overseeing interns and contractors; and working with the Mayor's Office, city agencies, and quasi-governmental and non-profit agencies to address community needs and challenges.

- Researched and developed policy proposals the Councilmember presented before City Council and successfully adopted, such as amendments to proposed regulations for implementation of Amendment 64 regarding recreational marijuana.
- Coordinated community stakeholders for extensive naming design process, following Department of Parks and Recreation policies, and planning of future groundbreaking of new park, Cuatro Vientos Four Winds.
- Developed and distributed bilingual (English/Spanish) communication materials for Councilmember, including press releases, articles, social media alerts, and yearly printed newsletter.
- Revamped website and social media sites, leading to improved community engagement.
- Advised Councilman on yearly capital improvement projects and district priorities to departments, resulting in more effective coordination and completion of district projects.
- Coordinated and raised funds for annual events: Sam Sandos Christmas Basket and The Big Day of Serving.

U.S. Representative Diana DeGette- Denver, CO

Congressional Aide

(May 2009 to July 2011)

Served as front office manager and outreach coordinator for Latino and immigrant constituency groups for the Congresswoman. Responsibilities included screening constituent phone calls; providing IT support to staff; maintaining and ordering office supplies; event planning and community engagement; extensive casework assisting constituents experiencing difficulties with federal agencies and state programs; tracking important new stories and legislation related to immigration and US foreign policy; engaging frequently with Latino community stakeholders about issues of concern and communicating those concerns to the Congresswoman; tracked changing policy and casework with the Federal Trade Commission, the Federal Communications Commission, and the Federal Aviation Administration; and providing Spanish language translation and support for the office.

- Strategically organized and implemented community forums, roundtables and other events on topics of interest to the Latino community.

- Represented the Congresswoman in her absence at events and meetings in the community, such as immigration roundtables, small business meetings, and federal aviation briefings.
- Established and maintained critical relationships with contacts in the Latino community.
- Communicated with United States Citizenship and Immigration Services and the State Department on policy issues, resulting in more informed constituents, more realistic expectation of case outcomes, and better understanding of changing application process for visas, passports, and obtaining citizenship.
- Drafted and prepared briefings and memoranda for the Congresswoman on topics relevant to the Latino communities, immigrant communities, and small businesses in Denver.

Escuela Tlatelolco Centro de Estudios- Denver, CO

ESL Educator

(September 2008 to May 2009)

Taught English as Second Language (ESL) classes to high school students and supported the work and mission of the school in various administrative capacities.

Education & Board Affiliations

B.A. International Studies, Minor in Chicano Studies

May 2008

University of Wyoming, Laramie, WY

- McNair Scholar's Recipient

Latino Diaspora; Comparative History Study Abroad

Puerto Rico / 2008

McNair Scholars Project Researcher

Yucatan, Mexico / 2007

Seoul Women's University exchange student

Seoul, South Korea / 2007

Latino Diaspora Study Abroad: Yucatan Peninsula

Yucatan, Mexico / 2005

ACCESO, Spanish Language Advisory Board to the Denver Elections Division- Denver, CO

Vice Chair

(January 2014 to Present)

Board Member

(August 2010 to January 2014)

Assist the Clerk and Recorder and the Elections Director in their outreach efforts to Denver's limited-English, Spanish-speaking citizens. Central goals include making voting materials more accessible, ensuring an adequate number of Spanish-speaking poll workers, educating voters about changes to voting policy, and increasing voting participation.

- Created a strategic outreach plan of targeting lowest voting precincts in the City and County of Denver with Census data for most concentrated areas of potential Spanish speaking voters
- Planned and attended community events, church bazaars, and cultural festivals implementing the strategic outreach plan
- Designed specific outreach efforts targeting high schools students to register as first time voters
- Measured success of participation in targeted outreach areas and using the information to modify and enhance future outreach efforts.
- Developed a web based survey to measure effectiveness and knowledge of ACCESO
- Translated documents including outreach materials, Denver Elections Division website and social media.
- Verified correct use and colloquialism of Spanish language appropriate to Denver's Spanish speaking population