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BAC-3853

Board Name	Denver Commission on Aging	Status	New
Salutation	Mrs.	Type	Appointment
First Name	Estella	Preferred Email	ewolff@brighthouseplan.com
Last Name	Wolff	Other Email	
Contact Name	Estella Wolff	Preferred Phone	720-570-6065
Middle Name		Other Phone	
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	10333 E. Dry Creek R., Suite 150	Home Address	890 E. Pinewood Ave
Work City	Englewood	Home City	Centennial
Work State	CO	Home State	CO
Work Zip	80112	Home Zip	80121

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Arapahoe	Other Gender	
Denver City Council District No	Unknown	Race/Ethnicity	Hispanic
Occupation/Employer	Bright Health Plans	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Perla Gheiler	Reference Email #1	perla.gheiler@denvergov.org
Reference Phone #1			
Reference Name #2	Ashley Chavez	Reference Email #2	achavez@brighthouseplan.com
Reference Phone #2			
Reference Name #3	Matt Kaspari	Reference Email #3	mkaspari@kaspoinc.com
Reference Phone #3			
Owner	Denver Integration	Created By	Denver Integration, 5/22/2018 3:31 PM
		Last Modified By	Romaine Pacheco, 10/2/2019 1:34 PM

ESTELLA WOLFF

MARKETING GURU | PUBLIC RELATIONS STRATEGIST | RESULTS DRIVEN | BILINGUAL

- » 12+ years' experience in public relations, marketing, project management and event planning
- » Bilingual in English and Spanish interpersonal skills
- » Extensive experience in Multicultural Marketing and Community Outreach
- » Proven ability to prioritize multiple tasks, meet deadlines and provide impeccable customer service
- » Self-starter and entrepreneurial spirited
- » Possess a strong work-ethic, attention to detail, and drive for perfection

EXPERIENCE

Marketing & PR Strategist // Denver Health Medical Plan

April, 2016 - Present

- » Event management of community events including managing operational and administrative functions to ensure specific goals are delivered
- » Providing leadership, motivation, direction, training and support to event volunteers
- » Commercial plans relationship manager
- » Creative and content developer for member facing materials including copywriting and artistic direction
- » Knowledge and understanding of target markets/ demographics to ensure effectiveness
- » Define and advise internal teams in establishing metrics to measure the efficacy of content solutions including: ROI, content/brand integrity, content accuracy and relevance, efficiencies gained in content lifecycle improvements
- » Manage broker relations and management/ administration

Project Director // Elite Advantage

May, 2015 - March, 2016

- » Develop and manage marketing campaigns for key accounts and high-level clients
- » Manage and deliver multiple work streams for digital marketing including web-site development, banner advertising, social media management and email marketing within clients timing and budget
- » Spearheaded RFP for million dollar Denver campaign
- » Create, manage and execute promotional and community events
- » Provide leadership and support to client committees involved in development of public relations strategies
- » Maintain visibility in the community through presentations, public relations, and outreach efforts

PROFILE

Estella Wolff is a senior public relations strategist and writer, with extensive professional management experience in both the public and private sectors. With more than 12 years experience, she has been engaged in the Denver community, government, and media relations; corporate communications, events and planning; issues and crises management; philanthropy and cause-related marketing; niche and online promotion, social media and website content management. Estella is business savvy, a proven leader, and a trendsetter who possesses a stellar record of delivering superior results in a variety of challenging and multicultural environments. Estella has a degree in Technical Journalism from Colorado State University and lives in Denver with her husband and son.

SKILLS

Marketing Communications

Marketing Strategy & Planning

Positioning & Branding

Public Relations

Event Management

Project Management

PHONE
720.570.6065

EMAIL
estellawolff@gmail.com

LINKED IN
/estellawolff

EXPERIENCE CONTINUED

Finance Administrator // Century Chevrolet

November, 2014 - June, 2015

- » Created exceptional customer experiences
- » Managed cash in transit administrations
- » Implemented and administered transition from local accounting office to a corporate accounting office

Event Coordinator //

Downtown Denver Partnership

October, 2012 - October, 2014

- » Managed reservations, sponsors, ticket sales and seating for business events of 900+ attendees
- » Coordinated marketing for all special events including content development and copy writing for both print and digital collateral
- » Recruited and managed event staff and volunteers
- » Spearheaded private fundraising events for community events including the Parade of Lights and A Taste of Colorado

Director of Outreach and Operations //

Alpine Buick GMC

January, 2009 - October, 2012

- » Digital marketing creation and implementation
- » Created content and copy for marketing collateral and print production
- » Managed company website keeping inventory and photography current
- » Coordinated social media marketing and account management
- » Planned and executed promotional events
- » Managed internal and external communications
- » Created grant program for non-profit organizations, managed community outreach and fundraising efforts

Director of Events //

Denver Hispanic Chamber

September, 2006 - December, 2008

- » Responsible for strategic marketing efforts
- » Managed budget development
- » Planned, managed and executed community events
- » Lead volunteer training and event committee meetings
- » Served as relationship manager for the implementation of all sponsorships

Public Relations Representative // **Denver Health**

January, 2005 - September, 2006

- » Produced and coordinated promotional materials for Denver Health services
- » Prepared organizational publications for internal and external audiences, including newsletters and brochures
- » Media relations management
- » Developed public relations strategies to influence public opinion to promote ideas, products and services

EDUCATION

Colorado State University (CSU)

Bachelor of Arts, Technical Journalism

2000 - 2004

Hispanic Chamber Leadership

Development Program

Denver, CO

Class of 2012

PROFESSIONAL AFFILIATIONS

Hispanic Chamber of Commerce of Metro

Denver's Young Professionals Group

2011 - 2012

PHONE

720.570.6065

EMAIL

estellawolff@gmail.com

LINKED IN

/estellawolff



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BAC-4352

Board Name	Denver Commission on Aging	Status	New
Salutation	Ms.	Type	Appointment
First Name	Kristine	Preferred Email	kgerron@gmail.com
Last Name	Burrows	Other Email	kgerron@gmail.com
Contact Name	Kristine Burrows	Preferred Phone	3038820349
Middle Name		Other Phone	
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	13121 East 17th Ave	Home Address	4920 E Kansas Drive
Work City	Aurora	Home City	Denver
Work State	CO	Home State	CO
Work Zip	80045	Home Zip	80246

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	6	Race/Ethnicity	Caucasian
Occupation/Employer	University of Colorado	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Victor Cheuy	Reference Email #1	victor.cheuy@ucdenver.edu
Reference Phone #1	904-966-4653		
Reference Name #2	Mindy Gates	Reference Email #2	mindy.gates@state.co.us
Reference Phone #2	303-866-4927		
Reference Name #3	Roger Paxton	Reference Email #3	roger.paxton@childrenscolorado.org
Reference Phone #3	970-412-7379		
Owner	Denver Integration	Created By	Denver Integration, 11/1/2018 11:08 AM
		Last Modified By	Romaine Pacheco, 10/2/2019 1:35 PM

Kristine Burrows (Gerron)

4920 East Kansas Drive, Denver, CO 80246

Phone: 303-882-0349 E-Mail: Kristine.burrows@ucdenver.edu, kgerron@gmail.com

Experience

CDHS State Unit on Aging

February 2018-Present

Graduate Student Intern

- Create aging policies monitoring framework for Area Agencies on Aging
- Analyze risk scores of aging policies
- Collaborate with State Unit on Aging team to make recommendations for policy monitoring and evaluation needs

University of Colorado School of Medicine

September 2015-Present

Research Manager

- Research project management of several multi-million dollar rehabilitation clinical trials for older adults and several smaller studies
- Coordinate research activity and regulatory compliance for Veterans Health Administration clinical trials, including skilled nursing facilities
- Oversee study start-up and closure processes
- Develop and maintain manual of operating procedures for research studies
- Perform Clinical trials IRB management
- Manage Clinical trials human subject recruitment
- Oversee grant funding and budgetary analysis
- Execute testing for clinical trials
- Perform data processing and qualitative and quantitative data analysis
- Manage laboratory operations
- Manage student interns and laboratory research assistants
- Collaborate and communicate with various older adult health care providers for research activities and referrals

GoldLeaf HomeCare

May 2015-August 2015

Director of Care Team

- Managed a team of 50 caregivers
- Responsible for recruiting, hiring, and onboarding new caregivers and staff
- Created orientations and training programs for new staff members
- Developed schedules for clients and caregivers
- Established protocols for sister company, GoldLeaf HomeHealth
- Managed employee records
- Resolved client complaints, ensuring health safety, ad welfare of clients and staff
- Assisted in care plan development for physically and mentally incapacitated older adults

ActiveRx- Geriatric Physical Therapy

July 2013-May 2015

Clinic Coordinator/ Operations Manager: October 2013-Present

- Coordinated business and internal operations
- Provided community and health care resources and referrals to patients
- Resolved clinic organizational problems
- Served as primary evaluator for corporate research program
- Managed insurance verification and reimbursement
- Implemented patient appreciation and motivational program which exceeded quarterly growth expectations by 75%
- Launched wellness offerings for members
- Produced monthly growth analytics

- Coordinated therapy schedule
- Manage clinic social media, including Facebook, Twitter, and Pinterest

Strengththerapist: March 2014- October 2014

- Geriatric exercise specialty
- Taught small group strengthening and low back stability classes

Physical Therapy Intern: July 2013-October 2013

- Assisted therapists with patient exercises

University of Oregon Office of the Dean of Students

September 2012-June 2013

CommUniversity Assistant

- Developed community outreach to promote substance abuse prevention, community and university engagement, and neighborhood safety
- Coordinated campus wide events including the university housing fair and an end of year furniture recycling event
- Provided off-campus support for students including crime prevention and substance abuse

Education

Colorado School of Public Health

June 2016-December 2018 (Anticipated)

Master of Public Health

University of Oregon

September 2010-June 2013

Bachelor of Science in Human Physiology

Community Service and Leadership Experience

South Metro Volleyball Club

August 2013-August 2014

Girls 13U Volleyball Coach

- Coach girls 13u club volleyball
- Coach skills clinics and developmental leagues

Craig Hospital

July 2013-November 2013

NeuroRecovery Network Volunteer

- Administered computer programming for therapeutic treadmill
- Assisted physical therapists with "over ground" locomotor training

Pool/ Water Rehabilitation Volunteer

- Responsible for patient lift safety
- Assist with therapeutic equipment

Alpha Phi Omega- Community Service Fraternity

September 2011- June 2103

Board Member- Leadership Chair

- Coordinated leadership development activities for fraternity members
- Organized out of state Leadership convention attendance
- Served as Co-Chair of the University of Oregon Leadership Studies Minor Committee
- Partnered with local businesses, non-profits, and volunteer organizations to encourage community service and community engagement among members



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BAC-4505

Board Name	Denver Commission on Aging	Status	New
Salutation	Ms.	Type	Appointment
First Name	Susan	Preferred Email	shmillmax@gmail.com
Last Name	Maxfield	Other Email	dutchoreo@hotmail.com
Contact Name	Susan Maxfield	Preferred Phone	3033498539
Middle Name		Other Phone	3033943468
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	2829 W. Howard Place	Home Address	144 Niagara Street
Work City	Denver	Home City	Denver
Work State	CO	Home State	CO
Work Zip	80204	Home Zip	80220

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	5	Race/Ethnicity	Other
Occupation/Employer	Program Manager/CDOT	Other Ethnicity	2 or More Races
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Don Ronyak	Reference Email #1	don.ronyak@tennysoncenter.org
Reference Phone #1	720-855-3331		
Reference Name #2	Roberta Monaco	Reference Email #2	monacrm@gmail.com
Reference Phone #2	303-902-8055		
Reference Name #3	Janice Cornell	Reference Email #3	janice.cornell@denvergov.org
Reference Phone #3	720-865-2918		
Owner	Denver Integration	Created By	Denver Integration, 11/25/2018 7:49 PM
		Last Modified By	Romaine Pacheco, 10/2/2019 1:38 PM

Highly skilled professional transitioning into community supportive organizations which focus on the aging, education, healthy communities and neighborhoods.

Summary of Qualifications

- 10+ years experience in human resources, recruiting, talent management, diversity, inclusion, engagement, performance management, organization development and community relations
- 10+ years experience working with industry standards, best practices and trends related to talent acquisition and management
- 10+ years experience consulting with senior leaders on complex personnel issues and problems

Professional Experience

Department of Transportation

Diversity and Inclusion Manager 1/2016-Present

Provide expertise in the creation, implementation, and alignment of HR strategy with the business goals and objectives, and serves as an advisor to all levels of employees. Coach and partner with management, provide guidance and interpretation of HR policies, plans, and initiatives. Develop strategic plans, road maps, and actionable plans regarding the affirmative action program, as well as other projects related to Talent Acquisition and Talent management, CDOT policies and directive, and ensures compliance with all applicable federal and state rules and regulations. Work with stakeholders to ensure buy-in for the programs. Formulate partnerships across the HR functions in order to deliver value added services that reflect CDOT objectives. Report to HR Director.

Key Achievements:

- Developed, consulted and led engagement survey action planning
- Presented changes department wide regarding Performance Management
- Developed and delivered new required training for supervisors in Performance Management
- Completed and submitted AAP to FHWA and reinitiated quarterly reporting process
- Delivered and co-developed pilot HR Specialist on-boarding process

Department of Personnel/Administration

Strategic HR Consultant

3/2015-12/2015

Serve as a primary point of contact for decentralized human resources offices throughout the state and provide advice, counsel and analysis of human resources related issues of a moderate to high complexity; including, but not limited to, coaching on how to apply best practices, performance management, potential misconduct, employment terminations, investigations, and policy interpretation.

Key Achievements:

- Coached and counseled Human Resources Professionals on the application of human resource policies and practices
- Offered services such as review and recommendations to Department of Human Resources.
- Drafted official appeal decisions, including recommendations, on behalf of the State Personnel Director
- Served on a statewide sub-committee in selection and/or performance management.
- Trained users in the CO-Jobs/NEOGOV system and recommend enhancements to better serve customer needs.

Denver's Office of Human Resources

Human Resource Specialist

2/2008-2/2015

Ensure legally defensible selection process for the City and County of Denver in a new division structure. Core responsibility includes serving as a consultant to recruitment, supervisory and management staff for existing and customized selection measures. Identify areas of opportunity for greater efficiencies in talent acquisition. Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).

SUSAN H. MAXFIELD

Key Achievements:

- Developed 90-day plan to incorporate valid assessment into new structure
- Implementation of standardized core test administration procedures
- Revised test operations manual as resource for recruitment analysts
- Validated new software assessment tool for major department
- Developed in-basket and presentation criteria for high level positions
- Secured approval for test item bank system (Western Region Item Bank)
- Developing expertise in new applicant tracking software & assessment tools

Denver's Office of Human Resources Diversity Program Manager 12/1999 – 2/2008

Provide visionary leadership to the Diversity Committee and designed diversity initiatives and strategies and methods to achieve organizational goals related to diversity. Strategy required planning at the tactical level in order to produce a strategic result. Consult with city agencies and departments regarding specific issues. Provide annual city profile information to identify target areas for diversity interventions.

Key Achievements:

- Managed a citywide committee representative of all city agencies
- Developed and administered production of award winning training video
- Created and integrated diversity and inclusion toolkit into strategy
- Presented City initiatives to outside organization stakeholders
- Planned and presented five biennial Mayor's Conferences on Valuing Diversity
- Designed a three-level tier of standing diversity and inclusion training
- Developed a citywide plan for annual review of outcomes by committee
- Served as acting Division Director of Training and Organization Development

Denver's Office of Human Resources Personnel Services Supervisor 12/1996 – 12/1999

Supervise support and professional staff working in test development, validation, test publishing and administration. Conferred and advised analysts on complex personnel issues and problems. Conduct research and monitor trends and innovation in personnel. Apply research and development team tools, including needs assessments to identify organizational development needs and issues. Provide advice and consultation on personnel issues. Plan, schedule and coordinate work and established goals and priorities.

Key Achievements:

- Administered test design, test validation and maintenance of classification plan for City employee population of approximately 10,000
- Coordinated software integration as it relates to document imaging, applicant tracking, item banking and on-line testing
- Coordinated computerized testing to more effectively and efficiently serve customers
- Analyzed statistics to validate selection measures and reviewed for adverse impact implications
- Maintained integrity of merit principles within established personnel rules
- Evaluated individual performance in structured performance evaluation system
- Facilitated focus groups to target personnel issues as related to established personnel policies and procedures

Education and Credentials

- Masters of Public Administration • University of Colorado
- Bachelor of Arts in Political Science • University of Colorado

Professional Associations

- International Personnel Management Association • Regional Member



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BAC-5653

Board Name	Denver Commission on Aging	Status	New
Salutation	Ms.	Type	Appointment
First Name	Ruth	Preferred Email	rs2612@msn.com
Last Name	Sanchez	Other Email	
Contact Name	Ruth Sanchez	Preferred Phone	720 936 6526
Middle Name		Other Phone	303 777 6526
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	2612 S. Lincoln St.	Home Address	2612 S. Lincoln St.
Work City	Denver	Home City	Denver
Work State	CO	Home State	CO
Work Zip	80210	Home Zip	80210

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	7	Race/Ethnicity	Hispanic
Occupation/Employer	Retired	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Linda Smith	Reference Email #1	lleesmith819@gmail.com
Reference Phone #1	3035234836		
Reference Name #2	Roberta Moreno	Reference Email #2	robertamoreno@rocketmail.com
Reference Phone #2			
Reference Name #3	John Ortiz	Reference Email #3	johnlortiz38@gmail.com
Reference Phone #3			
Owner	Romaine Pacheco	Created By	Romaine Pacheco, 11/14/2019 2:22 PM
		Last Modified By	Romaine Pacheco, 11/14/2019 2:22 PM

RUTH SANCHEZ PROFESSIONAL BIO

I am seeking your support and vote for Chairwoman, to continue building the progress and image of the Mile Hi Chapter.

As with any office, The Chairwoman should be elected by achievement, accomplishments, and experience.

AMERICAN GI FORUM activities (Mile Hi & State):

Mile Hi Chapter

- 2017 Vice Chairwoman
- 2017 Colorado Women's State Treasurer
- 2017 St. Patrick's Day and Chili Cook Off Chair. Raised over \$2,500.00 after expenses
- 2017 Education Committee member
- 2017 Membership Committee member
- Attended 2017 Colorado State Conference, Pueblo, CO. Assisted the Conference Chair with the operation of it's conference, including honoring the Gold Star and Blue Star mothers. Chaired the youth's essay contest.
- Attended 2017 National Conference, Albuquerque, NM. Assisted with the elections.
- 2012 Vice Chairwoman
- 2012 CO State Conference Chair. After expenses, \$2,000.00 was issued to the Mile Hi Chapter
- 2012 Picnic Chair.
- 2012 New Year's Eve Chair

WORK HISTORY:

- Current business owner of Immobilien Acq LLC for 25 years.
- National Hispana Leadership Institute, --coordinated *Conexion Latina*, a five-city regional leadership program in Albuquerque, Chicago, Denver, Miami, and San Antonio.
- Banker in New Mexico
General Ledger Bookkeeper, selling Fed funds daily from \$1.0-3.0 million dollars to generate interest. Assisted the VP in financial reports.
- Banker in Colorado
Personal Banker Officer, CO National Bank. Selected to open up

Five Points Branch. Promoted to Branch Manager at the 38th St. branch but declined position to pursue other career goals.

AARP VOLUNTEER:

- 2017 Executive Council for State of Colorado
- 2017 *El Comite*, Hispanic Advisory Committee
- 2017 Latina Calling Connection (Lobby Legislators)
- 2017 Representative to Denver Elections Commission
- 2015 Appointed by Colorado State Director to participate in a one-year, National Volunteer program in Washington, DC

EDUCATION:

Bachelor of Science degree in Business Administration, Black Hills State University, Spearfish, SD

- excellent organizational skills
- expertise in marketing & fundraising
- knowledgeable in accounting practice; Quickbooks user for 17 years.
- knowledgeable of budgets and financial reports.



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BAC-4649

Board Name	Denver Commission on Aging	Status	New
Salutation	Ms.	Type	Appointment
First Name	Teresa	Preferred Email	tfalagrady@gmail.com
Last Name	Falagrady	Other Email	tfalagrady@gmail.com
Contact Name	Teresa Falagrady	Preferred Phone	3038824778
Middle Name		Other Phone	3034750085
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	101 W. Colfax Ave.	Home Address	2030 E. Amherst Ave.
Work City	Denver	Home City	Denver
Work State	CO	Home State	CO
Work Zip	80202	Home Zip	80210

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	6	Race/Ethnicity	Caucasian
Occupation/Employer	Program Administrator/Office of Economic Development Denver Workforce Services	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Jim Vanderhye	Reference Email #1	jvshoes1@aol.com
Reference Phone #1	3036681843		
Reference Name #2	Jan Thiede	Reference Email #2	jthiede33@yahoo.com
Reference Phone #2	6313796274		
Reference Name #3	Valerie Somma	Reference Email #3	sommav@hotmail.com
Reference Phone #3	3033587491		

Owner

Created By

Career Summary & Professional Strengths

Skilled in training, teaching, and writing, both in the U.S. and abroad in the health care, service, and IT & manufacturing industries; special emphasis: working with diverse ethnic and cultural populations, curriculum writing, program management and development, and classroom management

- Responsible, confident, organized, and analytical professional with sound judgment, strong motivation, and initiative
- Enthusiastic and creative; "idea" person
- Customer-service- and solution-seeking-oriented; empathetic listener
- Supervision and financial management experience

Experience

Office of Economic Development, Workforce Services: *Program Administrator*: June 2016-present

- Provide professional-level operational, administrative, planning, and analytical support
- Oversee education, training, and career pathway development of job seekers
- Write core curriculum and procedural guides for training and business policy
- Deliver interactive and engaging soft skills workshops for job seekers, including verbal & non-verbal and written communications, active listening, resume writing, and interviewing
- Liaise with team, industry leaders, co-educators, community groups, and internal/external stakeholders to ensure best practices, instructional integrity, and real-time information
- Engage customers through digital marketing platform
- Collaborate with workforce center subcontractors to ensure proper delivery of education and training services and resources as well as to promote career and education pathways in high-demand industries
- Conduct training needs assessment, research, and surveys to determine ROI
- Serve on SAPGA workforce subcommittee on aging initiatives; represent OED and workforce services through community presentations
- **Key result:** Created and facilitate training program and events to prepare unemployed individuals for successful workforce entry and sustainability

Colorado School of English: *Master Teacher/TEFL Trainer*: July 2009-June 2016

- Taught multi-level ESL to university-bound, international students and working professionals in business and academic writing; research; grammar, reading, listening, speaking & pronunciation, and presentation skills; American culture; TOEFL preparation
- Co-managed and supervised faculty, interns, and volunteers: interviewing, coaching, evaluating, conducting internal training workshops; designed student assessment and placement procedures

- Co-managed TEFL training program: instructional design, curriculum writing and development; teaching, evaluation, and materials' review and selection; led faculty meetings
- Created syllabi; prepared lessons, IEPs; wrote progress reports
- Updated metrics for key reporting on educational compliance with national accreditation body
- Participated in local and national conferences
- **Key results:** Raised student satisfaction scores by 40% within the first six months; consistently achieved 94+% student satisfaction rate, thereafter, resulting in an excellent rating with school's national accreditation body

Community College of Denver & Teikyo-Loretto Heights Univ.: *ESL Instructor*: Aug.2006-May 2009

- **Key result:** Consistently achieved 3.9% average of 4.0 student satisfaction rate

Earlier Education & Training positions

- Emily Griffith: *ESL Instructor & Training Consultant*
- Colorado Department of Education: *Colorado Refugee Program Manager*
- The Integer Group (advertising agency): *Corporate Training Manager*

Volunteering

- English Learning Center (ESL instruction: 2017-present)
- 9 Health Fair (health screening and registration, 2009-present)
- Habitat for Humanity (homebuilding; interviewing of potential homeowners; follow-up reporting and presenting; community outreach, 2015-2016)
- Colorado Trail Foundation (trail building and deterioration mitigation: 2015)
- Retriever Rescue of Colorado (fostering: 2012)
- Denver Museum of Nature and Science (hands-on demonstrations, tour guidance, oral history transcription, public assistance for *Body Worlds* exhibit: 2010)
- Concert for Kids (sales: 2009)
- Volunteers for Outdoor Colorado (greening & sustainability: 2009)
- Democratic National Convention (materials organization and distribution: 2008)

Published Documents & Affiliations

- Education Resources Education Center (ERIC: US Department of Education): communications- and medical-related academic guides, 1993-1996
- Member, Toastmasters; former member, TESOL and ATD

Education

- M.A., Curriculum and Instruction, University of Colorado, Denver