

Chajito (Chy) Montoya

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

SUMMARY OF QUALIFICATIONS

- Ten years of experience working in the non-profit sector, with an emphasis in event planning, fundraising and program/project coordination.
- Several years of experience working with elected officials and community leaders.
- 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, Anticipated Graduation: Spring 2014

Metropolitan State College of Denver, Denver, CO

Bachelor of Science, Major: Criminal Justice & Criminology, 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

PROFESSIONAL EXPERIENCE

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

7/2011-present

City Council Aide II to Councilman Albus Brooks, District 8

- 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 and provide a summary prior to meetings.
- Prioritize issues, recognize hot topics/happenings in the community, assess community needs to help guide Councilmember's work.
- Coordinate on-site/off-site meetings, activities and travel logistics for Councilman Brooks.
- Manage scheduling requests related to Councilmember's priorities.
- Serve as a liaison to various community organizations.
- Maintain program files and materials for documentation and reporting.
- Oversee District 8 Council staff, interns and volunteers.
- Overall office management and coordination.

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).
- Responsible for submitting monthly columns on behalf of Councilman Linkhart to various neighborhood newspapers.
- Coordinate on-site/off-site meetings, activities and travel logistics for Councilman Doug Linkhart.

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- 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.
- Increased satisfaction rating for special events due to exceptional attention to detail and ability to communicate effectively with client and other team members.
- 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.

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

Technical Experience

Proficient in the following Microsoft Office applications-Outlook, Word, Excel, PowerPoint and Publisher

Affiliations

Servicios de la Raza, Board Member & Secretary, 2011 - Present

Circle of Latina Leadership, Alumni/Member, 2007 - Present

Today's Emerging Latino Leaders (TELL) through the Hispanic Chamber of Commerce, Member, 2011