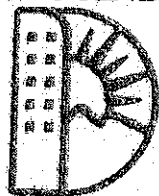


BOARDS AND COMMISSIONS APPLICATION



DENVER THE MILE HIGH CITY

Please complete the following information in full and return with your current resume or biography to the address below.

Type or print in blue or black ink.

Board or Commission you are applying for: Women's Commission
 Last Name: Pacheco-McRae First Name: Stephanie
 Occupation/Employer: Director of Employer Engagement, Center for Work Education and Employment (CWEE)
 Work Address: 1175 Osage St., #300 City: Denver Zip: 80204
 Work E-mail Address: Smcrae@CWEE.org
 Work Phone: 303-892-8444 x315 Work/Home Fax: 303-892-8375
 Home Address: [REDACTED] City: [REDACTED] Zip: [REDACTED]
 Home Phone: 303-993-3393 Cell Phone/ Pager: 303-827-4332
 Home E-mail Address: Stephanie.pacheco.mcrae@gmail.com
 Are you a registered voter? ☒ Yes ☐ No If so, what county? Adams
 Colorado ID or Driver's License Number: 95-110-1592
 Denver City Council District No.: N/A Ethnicity: Hispanic
 Highest Level of Education or Degree Earned: Bachelors Year Completed: 1999
 Memberships/ Organizations/ Volunteer Activities (include past or present):
Advisory Council Member - Office of Sustainability (Present)
Planning Committee - Gender Equity Summit 2017 (Present)
Member of Pi Lambda Chi (Present)
 References (List three persons, not related to you, whom you have known at least one year):

Name	Address	Phone Number
<u>Kelly Brough</u>	<u>Denver, CO</u>	<u>303.620.8091</u>
<u>Laurie Harvey</u>	<u>Denver, CO</u>	<u>303.892.8444 x313</u>
<u>Brandon Shaver</u>	<u>Denver, CO</u>	<u>720.935.8140</u>

Special Information:
 Is there anything that would adversely affect public confidence in your appointment or service? Yes ☐ No ☒
 If yes, please explain on a separate sheet of paper.

Stephanie R Pacheco-McRae 9/14/16
 Signature Date

Return Completed Form to:

Anthony R. Aragon, Director of Boards and Commissions
 1437 Bannock Street, Room 350

Denver, CO 80202 Phone: (720) 865-9032 Fax: (720) 865-8787

anthony.aragon@denvergov.org

Stephanie R. Pacheco-McRae

Director of Employer Engagement, Center for Work Education and Employment (CWEE)

[REDACTED]
w. 303-892-8444 x 315 | c. 303-827-4332 | smcrae@cwec.org

September 14, 2016

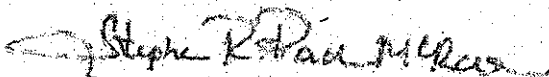
Mr. Anthony R. Aragon
Director of Boards and Commissions
1437 Bannock St., Room 350
Denver, CO 80202
Anthony.aragon@denvergov.org

Dear Mr. Aragon:

Please accept this letter confirming my interest in being considered for a commissioner for the Women's Commission. Since joining the Center for Work Education and Employment (CWEE) in March 2013, I've been asked to present information to the community on the work our organization is doing to promote self-supporting families with an emphasis on single moms receiving government assistance. Through my work, I've had the opportunity to work with Ms. Kimberly Desmond, Director for Denver's Office on Women & Families, where we've been able to expand our partnership and I've become even more invested in leveraging my skills and resources to positively promote the advancement of women and girls in our community.

Members of the Women's Commission have encouraged me to apply for this role and after participating in monthly meetings and reviewing the mission, I was delighted to learn that my professional skills and personal community commitment align with the roles and responsibilities of a commissioner. As a council member, I'd bring the perspective of a Colorado native who is a culturally and economically diverse professional. I have experience working in both for-profit and non-profit industries spanning in local, national, and international arenas. My personal and professional experiences have helped me develop the ability to consider a variety of perspectives in my approach to my work. I possess collaboration skills that are known to bring people and ideas together; all qualities that would help support the Women's Commission of Denver. Enclosed you will also find my resume and application. Please contact me at 303.827.4332 to discuss any questions or next steps in the selection process.

Best regards,



Stephanie R. Pacheco-McRae

Attachments

WORK EXPERIENCE //

Stephanie R. Pacheco-McRae **Center for Work Education & Employment**

Work: 303.892.8444 x 315

Cell: 303.827.4332

smcrae@cwec.org

CENTER FOR WORK EDUCATION & EMPLOYMENT (CWEE) | DENVER, CO

Director of Employer Engagement | April 2015 – Present

Responsibilities include: Provide organizational leadership, strategic direction and innovative approaches to help low-income parents gain and maintain employment. Recruit, develop and retain department staff and members of the Employer Advisory Council. Manage collaborative partnerships and grants. Designated Chamber of Commerce liaison for two (2) Chambers (Denver Metro and Aurora).

Employer Engagement Mgr. | March 2013 – April 2015

Responsibilities included: Strategy development and execution for all employment related services. Employment placement for low-income single parents (more than 600 placed). Tripled 1 year job retention rate my first year. Build and maintain employer and community partnerships through integrated experiences. Develop corporate volunteer days for fortune 500 companies.

OHIO CENTER FOR BROADCASTING | LAKEWOOD, CO

International Sales & Marketing Mgr. | August 2011 – March 2013

Responsibilities included: Creative direction and branding for program development (domestic & international). Build and maintain government and educational relationships. Develop and implement policies and procedures for three campuses across the US and with international agents. Launch the first Spanish broadcast training program in CO. Build interactive summer experiences for students from Spain.

DENVER METRO CHAMBER OF COMMERCE | DENVER, CO

Programs & Events Specialist | May 2010 – August 2011

Responsibilities included: Promoting professional development training through the creation of programs for entry level, management and executives. Planning monthly and annual events for 200+ attendees, and creating opportunities of engagement and recognition for members.

Programs & Events Coordinator | September 2009 – May 2010

Responsibilities included: Recruiting and coordinating event volunteers. Serve as the liaison for the Leads Group Program, largest Chamber program. Overseeing all event registrations and invoicing for two departments.

MAKE-A-WISH FOUNDATION | FT. LAUDERDALE, FL

Special Events Coordinator | August 2006 – April 2008

Responsibilities included: Overseeing the logistics and marketing of events, conducting volunteer training seminars. Relationship development and management for all professional and college sports teams in South Florida. Auction Coordinator for the Make-A-Wish Ball, highest grossing fundraiser. Researching events, recruiting volunteers, and forming partnerships with area businesses in 13 counties.

Administrative Assistant | May 2006 – August 2006

Responsibilities included: Provide acknowledgement letters to all donors and recipients, daily data entry and answered phone inquires. Hospitality host for all visitors.

COMPLETE TICKET SOLUTIONS, INC. | FT. LAUDERDALE, FL

Office Manager | October 2003 – May 2006

Responsibilities included: Overseeing the day-to-day operations of our corporate office, coordinating employee schedules, building recruitment and retention programs for part-time employees with an emphasis on bi-lingual employees.

Special Projects Manager | October 2002 – October 2003
Responsibilities included: Daily event creation, ticketing processing and reconciliation. Preparing timesheets and assisting the President in payroll duties.

THE MIAMI HEAT | MIAMI, FL

Assistant Manager, Ticket Service | August 2000 – June 2001
Responsibilities included: Providing training for new employees and overseeing game day employees. Liaison with Guest services and Event Services in regards to ticket issues. Evaluating customer concerns and needs for the purpose of improving service to patrons.

Ticket Service Coordinator | October 1999 – August 2000
Responsibilities included: Creation and maintenance of season ticket files and accounts. Assistance in the preparation and execution of transition to new arena and yearly season ticket upgrade process.

EDUCATION //

UNIVERSITY OF COLORADO | BOULDER, CO
BA, Communication Minor: Political Science | May 1999

Academic highlights included: Making the Dean's List, Sophomore Honor Society, Member of the Communication Honor Society, received Pi Lambda Chi's Academic Achievement Award multiple years.

INTERESTS & ACTIVITIES //

OFFICE OF SUSTAINABILITY | 2015 – PRESENT

Achievements include: Appointed by Mayor Hancock to serve a two year term on the Advisory Council. Actively participate in the Housing, Land Use and Workforce Subcommittees.

DENVER'S WOMEN'S COMMISSION | 2016 – PRESENT

Achievements include: Ad Hoc Member for the creation of the Gender Equity Employer toolkit, selected to participate on the planning committee for Denver's Gender Equity Summit (Spring 2017).

ADAMS COUNTY EDUCATION CONSORTIUM | 2013 – PRESENT

Achievements include: Serving on the Youth Workforce Initiative Task group to provide innovative approaches to employment and career exploration.

DENVER METRO LEADERSHIP FOUNDATION | 2015

Achievements include: Being selected to the 2015 Impact Denver program. Helped develop an alumni engagement strategy for Junior Achievement.

DASH FOR SMILES | 2010 - 2015

Achievements include: Serving as a consultant to help obtain their 501c(3) status, developed a marketing plan and invited to be on the newly forming board of directors.

MEMBER OF PI LAMBDA CHI | 1995 - PRESENT

Served as Vice-President, Chapter of Operations (1999-2000)
Served as President, Alpha Chapter (1997-1999)