

Executive Summary

Senior Council Aide with professional experience in coalition building, public relations and community engagement along the Front Range with strong analytical, communication, and problem solving skills; who has a passion for working with underserved communities to increase economic development. Comprehensive background in management, long-range planning, and policy development in public and non-profit sectors.

Work Experience

Council Aide, Office of Councilman Paul Lopez 11/2010 – Present

- Working on legislation to support small businesses and strengthen communities
- Helped implement BuCuWest's business development plan along Morrison Road
- Coalition member of \$1 million grant to create healthier neighborhoods in Southwest Denver
- Create media press releases and talking points for council district activities
- Maintain strong relationships with Mayor's office, City Departments, and 12 City Council offices
- Assist constituents with city services and references, attending four community meetings a month

Partnership Specialist, U.S. Census Bureau, Denver, CO 12/2009 – 10/2010

- Created and maintained over 100 partnerships with trusted community voices along the Front Range
- Supervised and trained six Partnership Assistants on responsibilities and Census projects
- Developed outreach plan working with schools, churches, businesses, non-profits, and municipalities to ensure minority participation in Decennial Census
- Had over \$250,000 in value added activities with partners to create Census awareness
- Produced presentations and trainings on the importance Census participation
- Maintained and input all partner activities into national database

Program Director, El Centro Humanitario para los Trabajadores, Denver, CO 01/2007 - 11/2009

- Oriented over 200 recent immigrants, yearly, on membership, workers' rights, and job assistance
- Assisted in recovering over \$150,000 in unpaid wages
- Media interviews, updating the community on the organization and worker issues
- Created a financial literacy curriculum for members, while overseeing four other programs
- Participated in creating women's co-op cleaning business

Lead Organizer, Mi Familia Vota, Denver, CO 07/2006 - 12/2006

- Organized in 32 Denver precincts for 2006 elections
- Supervised three organizers, and over 100 canvassers and phone bankers
- Translated all scripts, mail pieces, and flyers from English to Spanish
- Maintained database of all precincts for: door knocks, contacts, and registered voters
- Completed weekly payroll for all canvassers

Education

Bachelor of Business Administration, Major: International Business 05/2006

Bachelor of Business Administration, Major: Economics 05/2006

Bachelor of Arts, Major: Foreign Languages, Option: Spanish 05/2006

- New Mexico State University, Las Cruces, NM
 - Graduated with Honors, as top 15 percent of graduates in the College of Business
 - Dean's List, Fall 2002-Spring 2006
- GPA: **3.65**

International Educational Experience: Juame Universidad I, Castellon de la Plana, Spain, Direct Exchange Program, Semester-long academic exchange 02/2005 - 06/2005

- Completed five economics courses in Spanish
- Gained intimate knowledge of Spanish Culture by living with native residents

Activities and Skills

Campaign to Elect Paul D. Lopez, **Volunteer** 01/2007 - 06/2007 and 01/2011 – 06/2011

- Developed most efficient routes for volunteers and strategic campaign strategy
- Helped in canvassing over 10,000 households
- Candidate was elected and reelected in both campaigns

Colorado Immigrant Right Coalition, **Member of Steering Committee** 04/2008 - 11/2009

- Assisted in developing CIRC long term strategic vision
- Made budget, staffing, and campaign decisions
- Helped in organizing two state-wide meeting attended by more than 1000 participants

Work-Related

- Have had progressively responsible management experience in all professional positions
- Knowledge of process and protocol for working with Denver's City Council and Mayor's office
- Self-motivated and able to work with minimal direct supervision
- Skilled in verbal communication and constructive problem solving
- Proficient in Microsoft Suite including Word, PowerPoint, Excel, and Access
- Ability to work effectively in a team environment

Languages

- English: Native
- Spanish: Native
- Proficiency rating of **Advanced-Mid** on Language Proficiency Exam in Spanish