

BAC-3206

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Appointment
First Name	Victoria	Preferred Email	victoria.aguilar@denvergov.org
Last Name	Aguilar	Other Email	victoriaraguilar@hotmail.com
Contact Name	Victoria Aguilar	Preferred Phone	7203919407
Middle Name		Other Phone	7209442649
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1200 Federal Blvd.	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	OH	Home State	[REDACTED]
Work Zip	80204	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	1	Race/Ethnicity	Hispanic
Occupation/Employer	Denver Department of Human Services	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Penny May	Reference Email #1	penny.may@denvergov.org
Reference Phone #1	7208833884		
Reference Name #2	Maricela Casas	Reference Email #2	
Reference Phone #2	3032486286		
Reference Name #3	Bennie Milliner	Reference Email #3	
Reference Phone #3	7209442508		
Owner	Denver Integration	Created By	Denver Integration, 12/12/2017 4:39 PM
		Last Modified By	Barry Burch Jr., 1/2/2018 10:49 AM

Board Members

Victoria Aguilar

Victoria Aguilar

• Phone: 720.391.9407 • victoriaraguilar@hotmail.com

Key Skills

Work effectively under pressure and high volume offices environment.

Vast experience working with Public and Executive Management

Ability to coordinate and supervise Complex Community Projects

Prepare various reports and presentations for Executive Meetings

Extremely dedicated and professional work ethic

Assist with coordinating meetings for Board of Human Services and Welfare Reform Board

Completely Bilingual in Spanish Language

Education

Christ for the Nations Institute, Dallas, TX
Associate Degree in Practical Theology, 2010

PROFESSIONAL STAFF ASSISTANT

Objective: I would like to obtain a position as a Staff Assistant for the Executive Management Team at Denver Human Services. I believe that I possess the necessary experience and skills to fulfill the duties that are required of this unique position.

Technology Summary

City of Denver Technologies CISCO, Customer Relations Management (CRM), CBMS, ORACLE, KRONOS, PCard Authorized User,
Systems: Unix-Based Systems (Linux, BSD); Windows (all)
Networking: LANs, VPNs, Routers,
Software: MS Office 2007 (Word, Excel, Outlook, Access, PowerPoint)

Summary

City and County Of Denver., Denver, CO	Staff Assistant , 2013- Present
SEIU Communications Center., Dallas, TX	DHS Operations Manger, 2010-2013
Colorado Technical University., Denver, CO	Assistant to Political Director, 2008-2010
Denver Arts and Tech. Academy., Denver, CO	Assistant to Director of Admissions, 2006-2008
	Student Registrar, 2001-2006

Became an expert in providing support to High Level Management

- **Communication:** In all of the above positions, I was responsible to communicate effectively both with internal and external customers. Specifically being a first point of contact for all incoming visitors and phone calls. Responsible to screen all office inquires and determine level of priority for Directors.
- **Conflict Management:** I manage and resolve conflicts within the day to day office operations; including escalated calls or clients, conflict of schedules, etc. I handle any office conflict in a positive and constructive manner in an effort to avoid further escalation.
- **Public:** I have extensive experience scheduling meetings, coordinating conferences, and various Community events. I have partnered with non-profit organizations and developed strong relationships to promote the well being of Denver's most vulnerable populations.
- **Financial Operations:** As an executive assistant I was responsible for the oversight and reconciliation of any office expenditures, I prepared several types of Expense Reports and Financial Reports for management. I was responsible to provide appropriate documentation to support any office expenses. I entered this information into a software database.

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BAC-3202

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Appointment
First Name	Fran	Preferred Email	francesc@jcmh.org
Last Name	Campbell	Other Email	frandenver@yahoo.com
Contact Name	Fran Campbell	Preferred Phone	7204808310
Middle Name		Other Phone	
MMAC Trans. Mode Group			

Work and Home Address

Work Address	9200 W. Cross Dr., #421	Home Address	[REDACTED]
Work City	Littleton	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80123	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Female
If so, what county?		Other Gender	
Denver City Council District No	N/A	Race/Ethnicity	Asian
Occupation/Employer	Jefferson Center for Mental Health	Other Ethnicity	
		Objection to appointment?	
		Special Information	

Reference Details

Reference Name #1	Gloria Williams	Reference Email #1	
Reference Phone #1	3036937889		
Reference Name #2	Mary Lee Chin	Reference Email #2	
Reference Phone #2	3033336854		
Reference Name #3	Pam Sweetser	Reference Email #3	
Reference Phone #3	3033204234		
Owner	Denver Integration	Created By	Denver Integration, 12/12/2017 4:07 PM
		Last Modified By	Barry Burch Jr., 1/2/2018 10:50 AM

Board Members

Fran Campbell

Frances A. Campbell

720-480-8310 frandenver@yahoo.com

Awards / Recognition June 2011 – Minoru Yasui Community Volunteer Award Denver Foundation
2007 – John Eachon Sterling Service Award Jefferson Center for Mental Health

- Work Experience**
- 2002-Present Jefferson Center for Mental Health Littleton, CO**
- Senior Clinical Support
 - Dialectical Behavior Therapy Core Administration
 - Cultural Competency Task Force
 - Asian Pacific Islander American community liaison
- 1982-2002 Klean Rite Kleaners Denver, CO**
- Family owned and operated business
- 1994-1996 Asian Youth Enrichment Program Edgewater, CO**
- Program Coordinator
 - Two-year grant supported program for at-risk Asian/Asian-American Youth providing tutoring and mentorship. Program supported by the City and County of Denver Community Development Agency and Safe City Initiative.
- 1982-1991 Partners In Pediatrics Denver, CO**
- Pediatric LPN
- Volunteer Experience**
- 1972-Present Filipino-American Community of Colorado Edgewater, CO**
- Previously held elected and appointed positions of President, 1st VP, 2nd VP, Treasurer, Director, Youth Board Chair, Event Committee Chair
 - Facilitate and coordinate activities/events that support organization's purpose of sharing and preserving Filipino cultural heritage.
 - Life Member; Member in good standing since 1982
- 1999 – Present Heritage Camp for Adoptive Families Winter Park, CO**
- Current Cultural Advisory Board member
 - Program development and facilitation for all Camps
 - Developed "This Is Me" program, currently implemented in ten Camps, to assist High School and Middle School adoptees to integrate their cultural heritage into their young adult lives.
 - Current Filipino Heritage Camp Facilitator and Volunteer Coordinator
- 2004 – Present Denver Asian Pacific American Commission Denver, CO**
- Mayoral appointed Commissioner approved by Denver City Council
 - Lead Commissioner on South Federal Project and Legislative Advocacy Committee
 - Previous Chairperson of (previously named) Mayor's Asian American Council
 - 1984-1986 Council Member of Mayor Asian American Council
- 2009 – Present Governor's Asian Advisory Council Denver, CO**
- Liaison South Federal Project
 - Mental Health Advisor
- 2010 – Present Colorado Burmese Rangers Denver, CO**
- Advisory Board Member

2012 - Present APJA Diversity/Cultural Training Presenter

- Colorado Asian Pacific Youth Association – August 2012
- University of Colorado Wardenberg Center Staff – February 2013
- Denver Sheriff's Department – May 2012, February 2013

2012 Colorado Dragon Boat Festival Emerging Leaders Program Denver, CO

- Mentor to participating APIA young adult

2012 Asian Pacific Development Center Aurora/Denver, CO

- Advisor Building Acquisition

2007-2009 Colorado Asian Health Education Promotion Denver, CO

- 2009 - Panelist CAHEP Healthy Living For Our Families Symposium
- 2008 – Emcee Master of Ceremonies CAHEP Symposium
- 2007 – Panel Discussion Facilitator CAHEP Symposium
- 2002 – Fiscal Agent at establishment of CAHEP

2007-2008 Office of Emergency Preparedness and Response Colorado

- Volunteer Speaker to APIA communities on Emergency Preparedness for Colorado Department of Public Health and Environment

2006 – 2008 Asian Public Media of Colorado Denver, CO

- Executive Director
- Editor, camera operator, writer and producer of "Colorado Asian Today" cable access television program

August 2008 Democratic National Convention Denver, CO

- Volunteer APIA Vote Gala Reception
- Volunteer KAYA: Filipino Americans for Progress

May 2008 Asian Round Table of Colorado Denver, CO

- Master of Ceremonies Asian Round Table Celebrates Asian Heritage Month

2007 – 2008 Spread the Word Full Gospel Church Denver, CO

- Volunteer camera operator for cable access television show

2005 Northern Colorado Filipino American Association Ft. Collins, CO

- Assisted in establishing Filipino organization based in Ft. Collins and Greeley

2002-2004 Lakewood High School Lakewood, CO

- Volunteer Library Aide

1984-1986 Ridge Home – Colorado State Home Arvada, CO

- Volunteer Aide

Education

1990-1991	Metro State College of Denver	Psychology
1988-1989	Red Rocks Community College	AA Psychology
1981-1982	Community College of Denver	Licensed Practical Nurse

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BAC-2301

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Appointment
First Name	Yusuf	Preferred Email	yusuf.a.hassan@kp.org
Last Name	Hassan	Other Email	yhassan14@gmail.com
Contact Name	Yusuf Hassan	Preferred Phone	7209339647
Middle Name		Other Phone	
MMAC Trans. Mode Group			

Work and Home Address

Work Address	2500 S. Havana St.	Home Address	[REDACTED]
Work City	Aurora	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80014	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Gender	Male
If so, what county?	Denver	Other Gender	
Denver City Council District No	5	Race/Ethnicity	African American
Occupation/Employer	Financial Consultant	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1		Reference Email #1	
Reference Phone #1			
Reference Name #2		Reference Email #2	
Reference Phone #2			
Reference Name #3		Reference Email #3	
Reference Phone #3			

Owner	Denver Integration	Created By	Denver Integration, 8/8/2017 10:28 AM
		Last Modified By	Barry Burch Jr., 1/2/2018 10:51 AM

Board Members

Yusuf Hassan

YUSUF HASSAN

[REDACTED] yhassan14@gmail.com (720) 933-9647

PROFILE

Hard-working University of Denver graduate with strong teamwork skills and financial acumen. Over four years of professional banking experience, proven leadership abilities, excellent communication skills, and demonstrated ability to perform in a demanding and ever-changing business environment

EDUCATION

MBA: Health Care Management, Regis University, Denver CO

Anticipated Graduation: 2015

B.S. International Business, B.S. Finance, University of Denver, Denver CO

GPA: 3.43 Graduation: June 2009

Recipient of Daniels Fund Scholarship (\$160,000)

Recipient of Cherrington Global Scholar Award (Study abroad)

University of Antonio De Nebrija, Madrid Spain 9/2008 – 12/2008

RELEVANT EXPERIENCE

Financial Planning Analyst

Kaiser Permanente, CO

6/14 – Present

- ◆ Perform financial analysis upon identification of variances and prepare summary of key findings
- ◆ Accountable for the coordination, compilation and distribution of financial data as well as recommendations for financial plans
- ◆ Prepare more complex financial trend and data analysis
- ◆ Participate in the planning and development of regional, departmental and/or functional budgets
- ◆ Participate in projects of moderate complexity as assigned and lead projects of low complexity
- ◆ Monthly meeting with senior management to cultivate relationship and improve business processes

Assistant Vice President

FirstBank, CO

Largest private bank in Colorado with over \$13 billion in assets and 2,000 employees; with record earnings each year since 2008

- ◆ Successfully completed a rigorous, six-month "Management Trainee" program that focused on leadership, credit analysis, and real estate lending and was promoted to a member of management
- ◆ Promoted from "Banking Officer" to "Assistant Vice President" due to overall performance
- ◆ Manage a branch with an average \$191 million asset size; responsible for its growth in deposits, loans, new accounts and cross-selling; mentored and motivated junior officers, supervisors and employees
- ◆ Generate new business by developing relationships with corporate, business owners, realtors, and individual clients; handled deal executions from sourcing and applications to final closings
- ◆ Collaborate with the rest of the management team to achieve profit, growth and production quality goals resulting in our market having the top 5 highest company-wide performance rating in 2012
- ◆ Organize daily work to meet multiple demands including client and senior management communication, underwriting deadlines, approval of customer transactions and personnel issues.
- ◆ Analyze complex financial scenarios using tax returns and financial statements to obtain a comprehensive picture of an entity, assess its risk and project future cash flows.
- ◆ Underwrite and perform financial analysis for commercial and consumer real estate loans
- ◆ Regularly exceed personal cross-sales goals and responsible for training employees of seven branches on monthly product knowledge
- ◆ Manage customer complaint program for my market; make sure all of our seven branches are contacting our customers to address any concerns or issues and documenting final resolution
- ◆ Represent FirstBank at social events and interacted with highly regarded business and community

leaders on a regular basis

Employment Skills Coach,

African Community Center (Temporary Assistance for Needy Families), Denver, CO 6/09 – 9/09

- ◆ Conducted job search tailored to clients' needs and circumstances
- ◆ Taught job-related English language skills, mock interviews, job application competition, resume development, job search techniques, and basic computer training
- ◆ Accompanied clients to job interviews and taught them how to use public transportation and locate other necessary resources

Assistant Operation Manager,

Driscoll Student Center at University of Denver, Denver, CO

1/06 – 9/09

- ◆ Supervised day-to-day operations of the Student Center including building security, maintenance, and custodial issues.
- ◆ Served as the on-call manager for meetings and events, emergencies, facility evacuations and supervision of other student staff.
- ◆ Report to Driscoll Student Center Operations Manager with a daily report of all activity and problems in the building

INROADS Executive Team Leader Intern, Super Target, Parker, CO Summer 2007 & Aurora, CO Summer 2008

- ◆ Promoted to Leader on Duty (LOD): identified daily workload and prioritized workload, conducted team huddles, delegated tasks, followed up with and coached others
- ◆ Interviewed job applicants
- ◆ Was the point of contact for customer services both for complaints and recognitions
- ◆ Demonstrated leadership by providing honest feedback, coaching, mentoring and recognition
- ◆ Promoted a theft free culture every day; identified potential shortage concerns and partnered with asset protection team to come up with preventative measures
- ◆ Developed and implemented strategies to maximize service levels, meet payroll and achieve expense control
- ◆ Ordered products and supplies on time while utilizing the appropriate tools and processes to ensure inventories were maintained at the optimum level

LEADERSHIP ACTIVITIES

- ◆ Colorado Black Health Collaborative, Volunteer 2014 – Present
- ◆ Colorado Oromo Youth Advocate (COYA), Founder and President 2013 – Present
- ◆ Downtown Aurora Visual Arts (DAVA), Board Member, Treasurer 2011 – Present
- ◆ Denver South High School Academy of Finance, Board Member, Treasurer 2011 – Present
- ◆ Junior Achievement: Teach K-12 students financial literacy and entrepreneurship 2010 – Present
- ◆ African Community Center, After School Program Leader 2007 – 2009
- ◆ University of Denver Community of Excellence Scholar 2005 – 2009
- ◆ University of Denver Summer College Workshop Peer Leader 2007 & 2008

OTHER SKILLS

- ◆ "IS THERE A BETTER WAY?" mentality
- ◆ Effective at coordinating and prioritizing multiple projects while meeting deadlines under pressure
- ◆ Thrive in a team environment and have a strong history of building long-term relationships
- ◆ Proven ability to create, analyze, and interpret complex financial statements
- ◆ Native fluency in two Ethiopian languages: Amharic and Oromo
- ◆ Advanced skills in: Outlook, Word, Excel, and PowerPoint
- ◆ Bloomberg Essentials Certificates in Equity, Commodity, Fixed Income and FX market sectors

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BAC-3210

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Appointment
First Name	Temi	Preferred Email	marketing@lamars.com
Last Name	Osifodunrin	Other Email	temi.1231@me.com
Contact Name	Temi Osifodunrin	Preferred Phone	3037719991
Middle Name		Other Phone	3037719999
MMAC Trans. Mode Group			

Work and Home Address

Work Address	6950 E. Belleview Ave.	Home Address	[REDACTED]
Work City	Greenwood Village	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80111	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Male
If so, what county?		Other Gender	
Denver City Council District No	N/A	Race/Ethnicity	African American
Occupation/Employer	Director of Marketing and Advertising/Donut Holdings, Inc.	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Mary Pemberton	Reference Email #1	
Reference Phone #1	7202969981		
Reference Name #2	Lekan Ayanbule	Reference Email #2	
Reference Phone #2	9174356778		
Reference Name #3	Frankie Cole	Reference Email #3	
Reference Phone #3	3038778934		
Owner	Denver Integration	Created By	Denver Integration, 12/12/2017 5:04 PM
		Last Modified By	Barry Burch Jr., 1/2/2018 10:52 AM

Board Members

Temi Osifodunrin

Phone: 303-376-4322 E-Mail: temi.1231@me.com

Experience

Donuts Holding Inc. DBA LaMar's Donuts (2013/)

Director of Marketing & Advertising

- Lead all facets of strategic brand management, national marketing, merchandising, lead generation and PR for all 27 LaMar's Donuts & Coffee locations nationwide.
- Brand Development and Management for all 27 LaMar's Donuts & Coffee locations nationwide.
- National Franchise Marketing.
- Increased the ROI of marketing resources for all 27 LaMar's Donuts & Coffee locations nationwide.
- Oversee all sponsorships and brand partnerships.
- Ensure brand messages are effective, consistent and engaging.
- Company Spokesperson (See Publications)
- Cross-Departmental Project Management
- Lead all Guerilla and Grassroots Local Area Marketing including all social media post for all 27 LaMar's Donuts & Coffee locations.
- Community Outreach Event Management.
- Oversee all graphic Design for POP materials for all 27 locations.

TradioV Denver – FreeSpeech Media (2011/ 2013)

Marketing Coordinator, Project Management & Promotions

- Planned, coordinated and executed events- oversaw the planning and execution of logistics and operation of shows, special meetings, conferences, trade shows and events.
- Managed all sorts of event operations- The facility selection, contracting, pricing, transportation, accommodations, food and beverage selections and audio/visuals service arrangements, etc.
- Utilize and position qualitative data, market data and competitive information to grow market share and revenue
- Successfully negotiate business on behalf of TradioV Denver, know the competition and maintain control of negotiations
- Managed the delivery of event- Worked with event sponsors, internal/external teams on all areas of the event including but not limited to use of social media platforms- Facebook, Twitter, Hi5, YouTube etc.
- Reviewed and approved payment of vendor invoices; served as primary contact for vendors regarding payment issues as needed.
- Coordinated promotional activities related to marketing programs as needed.
- Managed a 5-person radio and event department.
- Other duties as assigned.

Waste Management Inc. of Denver (2005/2010)

Account Representative, Commercial Services

- Ensuring customer satisfaction, resolving customer-billing problems.
- Selling of new products and services to both new and current customers.
- Entering orders and maintaining accounts to ensure accurate delivery of products.
- Meeting monthly sales goals as specified by management.
- Enhance sales by communicating available products to customers.
- Analyzing and solving customer's issues in a timely manner.

Education

Metropolitan State College of Denver, Denver, Co.
B.A, Marketing

Project Management Professional; PMI Certificate

Skills and Strengths

- Computer-literate performer with extensive software proficiency covering a wide variety of applications
- Project Management professional
- Experience in B2B sales
- Strong problem solving skills
- Self starter and motivator
- Experienced operations management. Sales, budget development/projections, staffing and labor control
- Exceptional listener and communicator who effectively conveys information verbally and in writing
- Result and goal oriented
- Ability to deal effectively with all types of personalities
- Ability to adjust and work in a quick changing environment; enjoy new challenges
- Skilled in negotiations and people management
- Exceptional planning skills
- Bilingual and trained in public speaking
- Proven history of improving operations and increasing profitability

Community Involvement

- Colorado American Marketing Association - (2014 - Present)
- Denver rescue mission Volunteer. (2010- Present)
- Annual Denver Children's Hospital toy drive Organizer. (2007- Present)
- Heritage Camp for Adoptive Families Volunteer. (2012- Present)

REFERENCES

- References and articles published in the Denver Post Newspaper's Arts & Culture Section, 5280 Denver Magazine, AriseTv News America, Yahoo Finance, CNBC News among other publications in regards to LaMar's Donuts and The Afrik Lounge Show

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BAC-3205

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Appointment
First Name	Chiara	Preferred Email	chiara-subhas@dpsk12.org
Last Name	Subhas	Other Email	chiarasubhas@gmail.com
Contact Name	Chiara Subhas	Preferred Phone	3038185438
Middle Name		Other Phone	7204238548
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1600 City Park Esplanade	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80206	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	8	Race/Ethnicity	Asian
Occupation/Employer	Goodmill Industries of Denver	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Roz Duman	Reference Email #1	
Reference Phone #1	3038567334		
Reference Name #2	Lee ann Huntington	Reference Email #2	
Reference Phone #2	3033785508		
Reference Name #3	Dr. Michael Keller	Reference Email #3	
Reference Phone #3	7202538106		

Owner	Denver Integration	Created By	Denver Integration, 12/12/2017 4:32 PM
		Last Modified By	Barry Burch Jr., 1/2/2018 10:52 AM

Board Members

Chiara Subhas

CHIARA SUBHAS
303.818.5438
chiarasubhas@gmail.com

EDUCATION

Kingston University, London, England/University of Siena, Siena, Italy
M.A., Human Rights/Genocide Studies, 2012 Joint European Masters
The American University, Washington, DC, USA
B.A., International Relations, 1991
Concentration International Development/African Studies/Minor Art History
Internship-International Human Rights Law Group, Washington, DC
American University of Rome, Rome, Italy
Semester Abroad, 1990
Concentration on Italian Arts

PROFESSIONAL EXPERIENCE

Goodwill Industries of Denver, Denver, USA
East High School/DYDI Program Manager 2012
-community partner liaison between local non profits and school administration
-parent engagement
-diversity trainings, mentoring programs
Cherry Creek School District, Denver, USA
Avid International Tutor Facilitator 2011-2012
-facilitating tutor groups with high school students
-working with an extremely diverse population
-working together with teachers to focus on student needs
Home James Transportation, Winter Park, USA
Office/Dispatch Manager 1995-2010 (3 long breaks due to moving and owning business)
-responsible for timely dispatch of fleet of vans to airport and local taxi
-oversaw office staff in addition to dispatch duties
highly detail oriented and hectic position, handled client
complaints during transportation delays due to inclement weather
Happy Tails Professional Pet Sitting Inc., Fraser, USA
Owner/Operator April 2002-October 2006
-co-owner of pet sitting company, client base of 300+ people
-managed all aspects of business including bookkeeping, advertising, client relations, scheduling, and
animal care and emergencies
-responsible for clients pets and properties while clients were out of town
Harry's Mother Runaway Shelter, Portland, USA
Residential Counselor, March 2001-September 2001
-supervised up to ten runaway teenagers in a safe house setting
-coordinated outings, cooked wholesome meals, counseled youth
-attended weekly training and retreats about youth in crisis
-assessed teens behavior and worked with fellow counselors in daily planning
The Spring Institute, Denver, USA
English Teacher Summer 1999
-taught intermediate English to Eastern European adults
-created own curriculum, emphasis on practical living situations

RESEARCH/ REFUGEE WORK/ VOLUNTEER WORK

CEDAC-Center for Reintegration of Ex-Combatants Bujumbura, Burundi, July 2011
-field research project of ex-child soldiers and their reintegration into society
-visited with numerous groups in the field listening to stories of forced servitude, rape and trauma of
war, witnessed successful micro finance projects and self initiated projects
-ongoing editing of reports and websites for CEDAC

African Community Center - Denver, USA, 2007-2008

-assisted recent refugees (Burmese, Burundian) with everyday tasks (driving to appointments, public transportation, teaching English)

National Sports Center for the Disabled - Fraser, USA, 1994-2000

-taught physically disabled and mentally challenged populations to Nordic ski
-organized games, ski routes and led groups

Bell Bicultural Centre - Washington, DC, 1991-1992

English teacher to recent immigrant children from Central America

Joel Nyfuma Refugee Centre - Rome, IT, 1990

-assisted Sudanese refugees with everyday tasks and English

Board Member

Colorado Coalition for Genocide Awareness and Action-Denver, USA

Board Member/Conference Planner, 2012-current

Grand County Pet Pal -Fraser, USA

Organized Fundraising Projects, Treasurer- Outreach Projects, 2002-2006

Women and War Project -Fraser, USA

Assisted with Fundraising-Awareness, Speaker, 2003

Fraser Town and Planning Commission - Fraser, USA

Meeting and Voting on Local Zoning, 2004

Grand Youth Experimental Adventures -Fraser, USA

Founding Member- Outdoor Recreation Team- Fundraising, 1999-2000

Grant Writer

Grand Youth Experimental Adventures -Fraser, USA

Sole Writer - Obtained three grants, 1999-2000

Grand County Pet Pals -Fraser, USA

Sole and Joint Writer - Obtained three yearly grants, 2002-2006

Project Education Sudan -Denver, USA

Joint Writer- Obtained one grant, 2008-2010

Travel-I have lived and traveled in Europe and Asia, traveled in Africa for one year, and several months in South America.

Languages - Proficient in French (reading and writing, intermediate speaking)/Italian.

Computer skills - I am proficient in Microsoft Word, PowerPoint, Excel, QuickBooks and Mac.

Personal Interests

Running, yoga, swimming, biking - I enjoy all forms of physical activity.

Healthy cooking, baking, and vegetable gardening. Being healthy is a big part of my life.

Reading and studying languages - I read mainly non-fiction and am always dabbling in a new language.

Dual Citizen-United States and Italy



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BAC-1900

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Reappointment
First Name	Diana	Preferred Email	diana_higuera@yahoo.com
Last Name	Higuera	Other Email	dhiguera@springinstitute.org
Contact Name	Diana Higuera	Preferred Phone	(720) 338-6510
Middle Name		Other Phone	(303) 831-1104
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1610 Emerson St.	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80218	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Female
If so, what county?		Other Gender	
Denver City Council District No	10	Race/Ethnicity	Hispanic
Occupation/Employer	Program Manager- Colorado Welcome Back/ Spring Institute for Intercultural Learning	Other Ethnicity	
		Objection to appointment?	
		Special Information	

Reference Details

Reference Name #1		Reference Email #1	
Reference Phone #1			
Reference Name #2		Reference Email #2	
Reference Phone #2			
Reference Name #3		Reference Email #3	
Reference Phone #3			

Owner Joseph Morton **Created By** Joseph Morton, 5/10/2017 10:21 AM
Last Modified By Joseph Morton, 5/10/2017 10:21 AM



Diana Higuera is the Executive Director of the Aurora Welcome Center where she oversees all aspects of the development of the Aurora Welcome Center as a shared space for a mix of immigrant and refugee serving entities.

Diana was born in Venezuela and immigrated to the U.S. in 2005. She received her MA in International and Intercultural Communication from the University of Denver and holds a BA in Mass Communication and a BS in Business Administration from the Universidad Catolica Andres Bello in Caracas.

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BAC-3208

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation		Type	Appointment
First Name	Nadeen	Preferred Email	nadeen.ibrahim@ucdenver.edu
Last Name	Ibrahim	Other Email	ibr.nadeen@gmail.com
Contact Name	Nadeen Ibrahim	Preferred Phone	9703027045
Middle Name		Other Phone	3035565830
MMAC Trans. Mode Group			

Work and Home Address

Work Address	900 Auraria Parkway	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80204	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Female
If so, what county?		Other Gender	
Denver City Council District No	N/A	Race/Ethnicity	Other
Occupation/Employer	University of Colorado, Denver	Other Ethnicity	Middle Eastern - Palestinian
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Megan Frewaldt	Reference Email #1	
Reference Phone #1	3035563944		
Reference Name #2	Dr. Matthew Rustici	Reference Email #2	
Reference Phone #2	7206709024		
Reference Name #3	Gil Asakawa	Reference Email #3	
Reference Phone #3	7202323509		
Owner	Denver Integration	Created By	Denver Integration, 12/12/2017 4:54 PM
		Last Modified By	Denver Integration, 12/12/2017 4:54 PM

Notes & Attachments

[Nadeen Ibrahim Resume 12.12.17.pdf](#)

Nadeen M. Ibrahim

Address: [REDACTED]

Telephone: 970-302-7045

Email: nadeen.ibrahim@ucdenver.edu

EDUCATION

- Aug 2013 - Present **University of Colorado, Denver**
Denver, CO
Bachelor of Science, Public Health; Expected graduation: May 2017
GPA: 3.88/4.0
- Aug 2010 - May 2013 **Morgan Community College**
Fort Morgan, CO
Associates of General Studies, summa cum laude

HONORS AND AWARDS

- May 2015 - Present **Johns Hopkins University Summer Urological Research Experience** - selected as 1 of 10 students from pool of 600 applicants to pursue summer research internship
- Apr 2014 - May 2015 **Undergraduate Pre-Health Program** - 1 of 24 students selected to 13-month program at Anschutz Medical Campus
- Aug 2013 - May 2015 **University of Colorado Denver Dean's List** - maintained a semester GPA above 3.75
- Nov 2013 **Kaiser Permanente Culturally Competent Health Care Panel** - selected as Middle Eastern representative panelist to increase cultural awareness of health care professionals
- Aug 2013 **University Honors and Leadership Program** - selected as 1 of 40 undergraduate students for four year program focused on leadership and honors-level undergraduate curriculum
- Aug 2013 **2013 Kaiser Permanente Colorado Diversity Scholar** - granted 1 of 12 state scholarships
- Mar 2013 **All-USA Community College Academic Team** - selected as 1 of 20 students nationwide for leadership, academics, and community service

PROFESSIONAL ORGANIZATION SERVICE

- Feb 2015 - Present **At-large Representative, Colorado Department of Public Health and Environment State Board of Health**
- Youngest member appointed to Board of Health by State Governor
 - Served as a voting member on state board responsible for enacting public health related rules, funding public health grant programs approved, appointing members to department committees and advising the executive director
- Feb 2015 - Present **Colorado Representative, Mountain States Regional Health Equity Council**
- Advocated for health equity and co-led establishment of Youth Advisory Council
 - Served on Data Committee to collect and disseminate regional health disparities and outcomes data
- Aug 2015 - Present **Mentor & Student Leader, University of Colorado Denver Community Engagement**
- Supported the academic and professional growth of 26 - 4th grade at-risk students
 - Co-organized and executed a week long service trip for eight college students focused on the social justice issue of urban poverty and homelessness in New Orleans, LA
- Feb 2013 - Present **Colorado Organizer, Islamic Relief - USA**
- Organized and emceed fundraising events yielding nearly \$100,000
 - Facilitated community partnerships to start Colorado Disaster and Response Team

OTHER LEADERSHIP POSITIONS

- Aug 2013 - Aug 2015 **President, Muslim Student Association**
- Led 450 member student organization to become most active student organization on-campus and 2015 Student Organization of the Year
- Nov 2014 - Present **President, Cultural Health Bridge**
- Led 40 member student organization focused on empowering pre-health students to bridge health barriers through community involvement and knowledge

Aug 2013 - May 2014 **Community Service Coordinator, Future Doctors of Denver**
• Collaborated with local non-profits to design community service opportunities

COMMUNITY SERVICE

Nov 2015 - Present **Housing & Youth Volunteer, ECDC/African Community Center**
• Tutored high school students, delivered presentations about maintaining healthy habits to youth, and facilitated partnerships with apartment complexes for refugee families

Jun 2015 – Present **Founder & President, Colorado Muslim Connection**
• Facilitated meetings and efforts for Colorado Muslim leaders and community partners, including weekly E-newsletter for more than 1,000 subscribers

Mar 2014 – Present **Medical Translator, Ardas Family Medicine**
• Volunteer phone translator for Arabic speaking patients

Jan 2011 – Jun 2015 **Entertainment/Activities Co-Chair, Morgan County Relay for Life**
• Organized and executed activities for 12-hour event yielding more than \$60,000 annually for American Cancer Society

RESEARCH EXPERIENCE

May 2015 - Present **Johns Hopkins University Brady Urological Institute, Department of Urology**
PI: William B. Isaacs, PhD
Project: Characterizing the binding activity between Homebox B13 (HOXB13) and Androgen receptor (AR) proteins as related to prostate cancer

Jan 2014 - Jan 2015 **University of Colorado School of Medicine, Department of Neurology**
PI: Xiaoli Yu, PhD
Project: Characterizing IgG antibody features in patients with multiple sclerosis

PUBLICATIONS

Abstracts

1. Pointon T, Sundet A, Ibrahim N, Vollmer T, Yu X. 2014. The identity of oligoclonal bands in patients with multiple sclerosis [Abstract]. *Journal of Neuroimmunology* 275: 1-2. doi:10.1016/j.jneuroim.2014.08.047.
2. Collins D, Gunaydin D, Ibrahim N, Tamarito K, Dolei A, Yu X. 2014. EBV nuclear antigen-1 epitope reactive to intrathecal antibodies in the cerebrospinal fluid of patients with multiple sclerosis [Abstract]. *Journal of Neuroimmunology* 275.

PROFESSIONAL PRESENTATIONS

1. Collins D, Gunaydin D, Ibrahim N, Tamarito K, Dolei A, Yu X. EBV nuclear antigen-1 epitope reactive to intrathecal antibodies in the cerebrospinal fluid of patients with multiple sclerosis. Accepted for poster presentation at International Society of Neuroimmunology 12th International Congress, Mainz, Germany.(2014)
2. Ibrahim, N. Solid Phase Separation of Hydrated Calcium Chloride from Aqueous Solution. Accepted for poster presentation at 17th Annual Research and Creative Activities Symposium, Aurora, CO.(2014)

WORK EXPERIENCE

Aug 2013 - Present **Student Proctor, Center for Advancing Professional Excellence**
University of Colorado School of Medicine
Supervisor: Ivy Perez-Casillas
Responsibilities included supervising student learners during simulation sessions and assisting in the recording and set-up of simulation sessions

Aug 2013 - Present **Supervisor, Wiggins Junction, LLC**
Wiggins Junction, LLC
Supervisor: Muaatasem (Mike) Ibrahim
Responsibilities included maintaining underground petroleum tank compliance with state regulations, serving as Power of Attorney to file and present small claim court cases in county and district courts for unpaid invoices, and verifying payment on all invoices for towing and roadside assistance branch

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BAC-1905

Board Name	Denver Immigrant Refugee Commission	Status	Selected
Salutation		Type	Appointment
First Name	Grazyna	Preferred Email	gglewkowicz@gmail.com
Last Name	Lewkowicz	Other Email	
Contact Name	Grazyna Lewkowicz	Preferred Phone	(720) 327-1516
Middle Name		Other Phone	
MMAC Trans. Mode Group			

Work and Home Address

Work Address	[REDACTED]	Home Address	[REDACTED]
Work City	[REDACTED]	Home City	[REDACTED]
Work State	[REDACTED]	Home State	[REDACTED]
Work Zip	[REDACTED]	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Female
If so, what county?		Other Gender	
Denver City Council District No	4	Race/Ethnicity	Caucasian
Occupation/Employer	Accounting/ Self-Employed	Other Ethnicity	
		Objection to appointment?	
		Special Information	

Reference Details

Reference Name #1		Reference Email #1	
Reference Phone #1			
Reference Name #2		Reference Email #2	
Reference Phone #2			
Reference Name #3		Reference Email #3	
Reference Phone #3			

Owner	Joseph Morton	Created By	Joseph Morton, 5/10/2017 10:54 AM
		Last Modified By	Joseph Morton, 5/10/2017 10:55 AM

Board Members

Grazyna Lewkowicz



Grazyna Lewkowicz, CPA

3rd degree connection3rd

Senior Project Lead, Transformation and Reengineering

Denver, Colorado

Detail-oriented and analytical CPA with 8+ years of public accounting experience in: - Tax and Tax Consulting - GAAP - Preparation of Financial Statements - Audits of Employee Benefit Plans - Audit, Review and Compilation Engagements - Accounting and Bookkeeping

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BAC-3465

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation	Ms.	Type	Appointment
First Name	Nina	Preferred Email	nina@towardsjustice.org
Last Name	DiSalvo	Other Email	
Contact Name	Nina DiSalvo	Preferred Phone	4136587020
Middle Name		Other Phone	9704035694
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1535 High Street, Suite 300	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80218	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?		Gender	Female
If so, what county?		Other Gender	
Denver City Council District No	1	Race/Ethnicity	Other
Occupation/Employer	Director/Towards Justice	Other Ethnicity	--
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1		Reference Email #1	
Reference Phone #1			
Reference Name #2		Reference Email #2	
Reference Phone #2			
Reference Name #3		Reference Email #3	
Reference Phone #3			

Owner	Denver Integration	Created By	Denver Integration, 1/19/2018 2:03 PM
		Last Modified By	Denver Integration, 1/19/2018 2:03 PM

Notes & Attachments

DiSalvo_Resume.pdf

NINA E. DISALVO

██████████ | ██████████ | ██████████ | (413) 658-7020 |
NINA.DISALVO@OUTLOOK.COM

EXPERIENCE

TOWARDS JUSTICE, Denver, Colorado
Executive Director, May 2014 – Present

- Lead nonprofit organization dedicated to addressing systemic injustice in the labor market
- Build and collaborate with board of directors to define strategic organizational priorities for combatting injustice through litigation, access to justice, education, and advocacy
- Implement organizational priorities and supervise staff, volunteers, externs and interns
- Implement media and communications strategies that advance programmatic and policy goals
- Serve as an expert resource for policy-makers on issues affecting low-wage workers
- Develop strategic organizational partnerships in Colorado and across the country
- Design effective performance monitoring systems, including goals, metrics and program targets
- Develop and expand sustainable local and national donor base
- Budget for growing organization, reach performance targets within budget, and collaborate with outside accountant to track and manage organizational finances
- Create and administer human resources, IT, management and fiscal compliance systems

NEW YORK STATE DEPARTMENT OF STATE, New York, New York
Special Counsel to the Secretary of State, August 2011 – March 2014

- Served as a member of the Department of State Executive Team
- Developed and implemented Governor Cuomo's Empire State Fellows Program
- Collaboratively designed the New York State Office for New Americans
- Created and coordinated the Regional Economic Development Councils Opportunity Agenda
- Advised the Secretary in his role as informal chair of the Strategic Implementation Assessment Team tasked with judging the Regional Economic Development Council competition
- Managed the Offices of Administrative Hearings, Internal Audit, and Affirmative Action
- Adjudicated administrative appeals related to occupational license and Freedom of Information Law decisions issued by the Department of State as Special Deputy Secretary of State
- Represented the Department of State on the Inter-Agency Task Force to Combat Human Trafficking and the Spending and Government Efficiency (SAGE) Commission Statewide Performance Management and Accountability Pilot Project
- Represented the Secretary on the Committee on Open Government and Amistad Commission

WILLKIE FARR & GALLAGHER LLP, New York, New York
Litigation Associate, Summer 2005; September 2007 – August 2011

- Represented multinational company in employment discrimination litigation brought on behalf of a class of plaintiffs, which involved large-scale discovery, over 300 depositions, legal research, motion practice, and supervision of junior legal team
- Advised clients on complex insurance matters, including issues related to coverage for risks associated with the September 11, 2001 attack and the 2008 economic crisis
- Represented multinational companies in government investigations of compliance with United States securities and anti-corruption laws
- Maintained robust pro bono practice focused on family and immigration law, including trial experience as an extern with Her Justice from March to August 2009
- Served on firm Pro Bono Committee from January 2010 to August 2011

MONROE LEIGH FELLOWSHIP IN INTERNATIONAL LAW, Buenos Aires, Argentina
Research Fellow, September 2006 – August 2007

- Researched rule of law issues including trial by jury in Argentina, judicial corruption, the role of civil society in Latin America, and the Argentine Judicial Council

- Conducted field research for community needs analyses and developed rights-based advocacy strategies, including an analysis of Buenos Aires' *cartoneros*, impoverished individuals and families that collect recyclable materials from urban waste
- Participated in strategic planning and development, including impact evaluation and analysis, drafting grant applications, and interacting with existing and potential donors

EXTERNAL STUDIES PROGRAM, UNIV. OF VIRGINIA, Buenos Aires, Argentina

Student Extern and Researcher, Fall 2005

- Worked with the Poder Ciudadano Area for Justice Judicial Council Monitoring Project
- Conducted field research, including interviews with Argentine Senators, Judges, and members of the Judicial Council, and drafted report regarding judicial reform projects in Argentina

MARTINEZ O'DELL & CALABRIA, San Juan, Puerto Rico

Summer Associate, Summer 2004

- Conducted legal research related to insurance and communications litigation
- Wrote draft First Circuit brief in *Liberty Cablevision of P.R., Inc. v. Municipality of Caguas*

DEPARTAMENTO DE EDUCACIÓN DE PUERTO RICO, Culebra, Puerto Rico

Secondary School English Teacher, August 2002 – June 2003

- Taught English to all eighth through twelfth grade students at Antonio R. Barceló high school
- Participated in *Escuela Iniciativa*, an interactive education pilot program

WU YEE CHILDREN'S SERVICES, San Francisco, California

Enrollment and Administrative Coordinator for Head Start Programs, September 2001 – July 2002

- Managed recruitment, eligibility, selection and enrollment for Head Start, Early Head Start and state funded child care programs
- Developed and implemented a comprehensive monitoring system to track compliance with Head Start regulations
- Supervised administrative personnel

BOARD SERVICE

HER JUSTICE, New York, New York

Junior Advisory Board Member, June 2011 – March 2014

Co-Chair Volunteer Connection Committee, March 2013 – March 2014

- Advise Her Justice Executive Director and staff on non-profit governance and finance
- Coordinate fundraising events and develop strategic partnerships with current and future donors
- Expand awareness of Her Justice's work connecting low-income women and victims of domestic violence to top *pro bono* legal counsel through network development and social media

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, Virginia

J.D., May 2006

WESLEYAN UNIVERSITY, Middletown, Connecticut

B.A. *Government and Latin American Studies*, May 2001

RESEARCH FOR PUBLICATION

- *Ética judicial y sociedad civil - Técnicas de incidencia*, Fores, March 2008
- *International Law Standard for Corporate Aiding and Abetting Liability*, EarthRights Int'l, July 2006
- *Monitoreo Ciudadano al Consejo de la Magistratura de la Nación*, Poder Ciudadano, 2005

OTHER

- Fluent oral and written Spanish
- Received Her Justice's 2011 Commitment to Justice Award for Outstanding Legal Team
- Admitted to practice law in New York and Colorado

BAC-3461

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation		Type	Appointment
First Name	David	Preferred Email	dhut117@gmail.com
Last Name	Hutabarat	Other Email	
Contact Name	David Hutabarat	Preferred Phone	9099369331
Middle Name		Other Phone	
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1490 Lafayette Street	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80218	Home Zip	[REDACTED]

Additional Information

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

Reference Details

Reference Name #1	Jennifer Gueddiche	Reference Email #1	jgueddiche@gmail.com
Reference Phone #1	720-341-4670		
Reference Name #2	Sarah Fischer	Reference Email #2	sarah@hopecommunities.org
Reference Phone #2	303-668-3530		
Reference Name #3	Sarah Kurz	Reference Email #3	sarahkkurz@gmail.com
Reference Phone #3	303-818-3347		
Owner	Denver Integration	Created By	Denver Integration, 1/18/2018 11:15 PM
		Last Modified By	Denver Integration, 1/18/2018 11:15 PM

Notes & Attachments

David J Hutabarat - Full Resume.pdf

about me

- Proven record of increasing engagement through intimately understanding audiences
 - Accomplished at mobilizing people and increasing support from partners
 - Stakeholders have noted that my projects are well-organized and enjoyable
 - Thrive working with people from diverse SES and ethnic backgrounds
-

professional experience

LiveWell Colorado, Denver, CO
Project Coordinator

April 2017 - Present

Working with food systems partners across the state, supporting and coordinating projects improving access to healthy food and active living, especially for low-income communities and people of color

- Developing regional trainings and presentations for various programs
- Conducted staff interviews resulting in improved internal communication
- Coordinated two-day conference for 150 partners statewide

Denver Museum of Nature & Science, Denver, CO
Research Assistant, Audience Insights

August 2016 - January 2018

Working weekend shifts, surveying and observing museum visitors. A few examples:

- **Carried out Timing and Tracking** study to observe visitor behavior
- **Collected Visitor Experience** survey data

Spring Institute for Intercultural Learning, Denver, CO
Community Health Coordinator (until 4/2017) / ESL Teacher (until 1/2018)

May 2016 - January 2018

Working directly with refugee communities, coordinating various health-focused programs and mobilizing individuals to improve community

- **Conducted focus groups and health surveys** resulting in improved programming and increased attendance in programs
- **Taught two ESL courses** to both immigrants and refugees
- **Got 234 signatures for petition** by fostering emerging community leaders, resulting in city installing street lights in neighborhood park and alleyways

Loma Linda University, Loma Linda, CA
Interim Program Coordinator, CAPS Office

June 2015 - August 2015

Coordinated three week health care career program for 61 high school students, consisting primarily of minorities from underserved areas

- **Organized shadowing opportunities** with 20+ units at medical center
- **Connected university** with six organizations willing to partner for future projects

UReach, Loma Linda, CA
Special Projects Director (6/2013 - 6/2015)

January 2012 - June 2015

Led cross-functional teams and organized community projects from start to finish - overseeing timelines, collaborating with stakeholders, managing budgets, gaining community buy-in, and analyzing outcomes

- **Negotiated and signed** memoranda of understanding with partner organizations
- **Secured \$50,000** through a private grant and \$5,000 city funds
- **Worked on fundraising campaigns** that raised 3x normal monthly donations
- **Improved engagement with community**, increasing number of supporters from 300 to 1,500 annually and spreading organization's reach to four additional cities

Administrative Assistant / Volunteer Coordinator (1/2012 – 6/2013)

Oversaw numerous programs. Created infrastructure for marketing channels and various programs from scratch, making following growth easier

- **Created volunteer program** that still thrives today; oversaw 300+ volunteers
- **Worked with legal team to create, update, and implement** policies, contracts, and other legal documents as necessary for programs
- **Surveyed clients** of transit service, resulting in improved service times and areas, in turn resulting in program doubling revenue

research and academic experience

California State University, San Bernardino, CA
Industrial / Organizational Psychology Researcher

April 2012 – December 2014

- Focus on Glass Cliff Phenomenon; presented findings at 2 national conferences
- Planned and administered surveys, analyzing over 500 subjects per study

La Sierra University, Riverside, CA
Adjunct Professor, General Psychology Lab

January 2012 – December 2012

- Co-taught course as an undergraduate (*September 2010 - December 2011*)
- Co-developed curriculum with faculty to improve student research methods skills

leadership roles and volunteering

Historic Elitch Theatre, Denver, CO

February 2016 - September 2016

Gala Planning Committee Member

- Planned logistics for summer gala (Entitled *Night at the Trocadero*)
- Assisted with marketing efforts, resulting in attracting over 400 attendees
- Helped create sponsorship request letter, resulting in reaching fundraising goals

Azure Hills Church, Grand Terrace, CA

October 2015 - January 2016

Community Engagement Director

- Facilitated partnerships between local churches, school district, fire fighters, police and mayoral office to support K-12 students
- Researched project potentials, presented to superintendent and partners, and gained buy-in to move forward with projects that are still thriving today

Colton Joint Unified School District, Colton, CA

August 2013 - January 2016

Colton Community Cabinet Member

- Under superintendent, partnered with local organizations to help K-12 students in school district where over 90% of students are on free or reduced lunch
- Coordinated annual family health fair attracting 500 attendees each year
- Managed speaker relations for high school career week involving 2,000 students, over 70 speakers, and over 60 organizations

SECC of Seventh-Day Adventists, San Bernardino, CA

July 2014 – January 2016

Outreach Collaborative Organizer

- Initiated coalition of over 12 organizations in local area to support community
- Led monthly collaborative meetings and facilitated discussion

technical skills

Adobe Creative Suite: Illustrator, InDesign, Lightroom, Photoshop, Premiere Pro

Project Management Software: BaseCamp, Dropbox, Smartsheet, Trello

Research and Analytics: Google Analytics, SPSS

Spanish: Intermediate conversational fluency

Website Management: Wordpress, Squarespace, Custom CMS

education

Master of Arts, Management, University of Redlands, Redlands, CA, 2015

Bachelor of Science, Psychobiology, La Sierra University, Riverside, CA, 2011