

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: Latino Commission

Last Name: Duran First Name: Claudia

Occupation/Employer: Student

Work Address: N/A City: N/A Zip: N/A

Work E-mail Address: N/A

Work Phone: N/A Work/Home Fax: N/A

Home Address: [REDACTED] City: [REDACTED] Zip: [REDACTED]

Home Phone: N/A Cell Phone/ Pager: 303-437-1396

Home E-mail Address: ClaudiaDuran1993@Gmail.com

Are you a registered voter? Yes- No If so, what county? Arapahoe

Colorado ID or Driver's License Number: 07-333-1094

Denver City Council District No.: _____ Ethnicity Latina

Highest Level of Education or Degree Earned: Diploma-Current Student Year Completed: 2012

Memberships/ Organizations/ Volunteer Activities (include past or present):

I completed the Denver Police Explorer program-2014

I have volunteered multiple times with Junior achievement, Race for the Cure, and with MS Society.

References (List three persons, not related to you, whom you have known at least one year):

Name	Address	Phone Number
Rodrigo Frausto	10099 West Grand Ave	720-579-3447
Oscar Castrejon	2211 S Linley Ct	720-363-1213
Adam Shefflo	5038 Uinta St.	720-338-3341

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.

Claudia C. Duran March 30, 2017
Signature Date

Return Completed Form to:

Barry Burch Jr., Director of Boards and Commissions
1437 Bannock Street, Room 350
Denver, CO 80202 Phone: (720) 865-9128 Fax: (720) 865-8787
barry.burch@denvergov.org

Claudia Cecilia Duran

[REDACTED]
(303) 437-1396 ClaudiaDuran1993@gmail.com

Summary:

I am an experienced Security Administrator currently attending Arapahoe Community College full time. I enjoy utilizing and growing the skills I have acquired in my past position(s) and I enjoy learning and obtaining new skills. I am passionate about physical and information security, and I am a student of Criminal Justice, I am driven and in search of expanding my knowledge.

Experience:

FirstBank – 2012 to January 2017

Security Administrator (2013-2017)

- Monitored and reviewed FirstBank's security systems on the daily basis- programs including:
 - Proofpoint
 - Bit9
 - Symantec DLP
 - GMS
- Evaluated security controls of websites and applications that FirstBank provides to customers and employees
 - Assisted in troubleshooting and researching security incidents; both physical and information security
 - Educated and enforced security procedures
- Educated FirstBank employees on security issues and concerns
- Remained up to date with industry trends and security concerns
- Eager to extend my knowledge base, interested in cyber security

UNION Teller (2012-2013)

- Handled the financial (frontline) side of the banking industry
- Worked with customers on the daily basis
- Processed personal and commercial transactions
- Provided fast and friendly customer service
- Stayed vigilant and aware of surroundings, completed various teller/bank training courses.

Marie Callenders-Hostess (2009-2011)

- Communicated with guests upon arrival in a professional manner
- Utilized time management skills to ensure all guests were seated evenly between servers and cared for in a timely manner
- Coordinated staff and guest services regarding large parties and banquets
- Monitored the open dining sections of the restaurant
- Completed duties such as cleaning tables, estimated wait times for guests, and monitored the guest waiting list
- Answered the telephone, booked/coordinated reservations, and adjusted tables together to accommodate large parties.
- Often assisted with other duties around the banquet area including stocking supplies such as mugs, glasses, trays, and made decorative napkin folds.

Skills:

Responsible, Reliable, and Service oriented

- Perform well and keep's objectives clear under high stress situations
- Exceptional verbal and written communication skills
- Trustworthy with sensitive information
- Technical skills including proficiency in using programs such as Excel and Microsoft.
- Excellent customer service skills
- Ability to monitor and review various security systems
- Troubleshooting skills
- Ability to learn quickly and efficiently
- Able to use discretion wisely
- Interest and aptitude to increase knowledge
- Capable of balancing multiple projects and/or assignments
- Finds enjoyment in evaluating and working with others to find solutions that will be best fit the needs at hand
- Fluent Spanish speaking and writing
- A background in law enforcement training through Denver Police Dept.

Education:

Arapahoe Community College (2013-Present)

- Criminal Justice Associate of Applied Science

Metro State University (2012-2013)

- Criminal Justice

John F. Kennedy High School (2008-2012)

- **High school Diploma- General Studies**
- **Graduated John F. Kennedy High School in May of 2012, graduated with a 3.9 GPA.**

References:

Heather Hill- FirstBank Vendor Management Manager (256)679-4721

Carlos DeLaTorre- FirstBank (FEDL) branch Manager (720)963-6781

Jose Ybarra-Firstbank DevOps Automation Representative (720) 496-7536

Timothy Meyers-FirstBank IT Director, Infrastructure (303) 235-1118

**Robert Helmick- Group Elite Communications-Client Services Engineer
(515)306-9162**

Jennifer Hua-Jamison- FirstBank Physical Security Supervisor (720)220-3314

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BAC-2279

Board Name	Denver Latino Commission	Status	In Process
Application Date	7/26/2017	Type	Appointment
Salutation		Preferred Email	abenicior@gmail.com
First Name	Abencio	Other Email	
Last Name	Rael	Preferred Phone	7209367836
Contact Name	Abencio Rael	Other Phone	
Middle Name			

Work and Home Address

Work Address	13001 E 17th Pl.	Home Address	[REDACTED]
Work City	Aurora	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80045	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	Ethnicity	Hispanic
Occupation/Employer	Program Director, CU Pre-health Scholars Program	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, 7/26/2017 1:07 PM
		Last Modified By	Denver Integration, 7/26/2017 1:07 PM

Abenicio David Rael

(720) 936-7836
abenicior@gmail.com

SUMMARY

Seasoned professional in the area of higher education and college access for historically underrepresented students. Strengths in leadership, management, individual and group counseling, strategic planning, partnership development, and curriculum management. Proven ability to work as part of and lead a multi-disciplinary team. Strong interest in a challenging and rewarding position working with others in a higher education that promotes personal and professional development of historically marginalized adolescence and adults.

LICENSURES AND CERTIFICATIONS

Youth Mental Health First Aid, June 2016

Latino Leadership — University of Denver – Expected completion date September 2017

Cultural Diversity — University of Colorado Denver – Expected completion date December 2017

EDUCATION

University of Colorado Denver – Denver, Colorado

Master of Education in School Counseling, School of Education and Human Development, May 2016

University of Colorado Denver – Denver, Colorado

Bachelor of Arts in Psychology, College of Liberal Arts and Sciences, December 2006

University of Guadalajara – Jalisco, Mexico

Semester Abroad, Focus: Intense cultural and Spanish language immersion experience, Spring 2002

PROFESSIONAL EXPERIENCE

Program Director, CU Pre-Health Scholars Program
University of Colorado—Anschutz Medical Campus

September 2008 – Present
Denver, Colorado

- Serve as Program Director responsible for the strategic planning of developing and implementation of program policies and procedures in collaboration with the Senior Director and Vice Chancellor of Diversity and Inclusion for program participants. Responsible for coordinating and leading monthly workshops for historically underrepresented students in the area of academic growth, as well as introduction to the various health care careers.
- Manage, develop, promote, and strengthen partnerships with Denver Metropolitan area high schools to recruit candidates for the program and serve as primary point of contact for college counselors and high school students until high school graduation to monitor students' high school progress and college tracking. Management, development and strengthening of partnerships provides internship opportunities, hands-on training, and "in the lab" experiences for students, as well as opportunities for funding to off-set program expenses.
- Responsible for establishing and managing partnership with Colorado Department of Public Health and Environment's Office of Health Disparities to provide educational workshops for families. Co-facilitate workshops on health equity, social determinates of health, and community disparities. Served as a member of the Recruiting and Retaining Youth of Color task force facilitated by Office of Health Disparities to develop action plans to educate Colorado's youth about health disparities and health occupations.
- Serve as liaison between program students and College of Liberal Arts and Sciences to inform participants about majors and minors. Collaborate with assistant and associate deans to stay updated on CLAS programs. Work collaboratively with department chairs to select and implement college credit courses that are appropriate for high school students. Successfully hire faculty based off of the College of Liberals Arts and Sciences chairs' suggestions to design and implement curriculum for high school students.

- Academically advise, counsel and mentor student participants to support their successful completion of high school by following the Higher Education Admission Requirements and ensure their ability to apply to and matriculate into post-secondary education by assisting with college applications, financial aid, and college planning assistance while promoting student services and student support resources.
- Develop, coordinate and execute special events for students and parents such as Health Professions Opportunity Day (hPod), senior graduation and celebration, student/parent orientation, and summer awards luncheon.
- Serve on Student Affairs Committee for the College of Nursing (CON) to provide input on student policy, student issues, listen to students' contesting their cases and advocating for or against based on facts and evidence the student provides. Provide leadership for CON initiatives, support for new cohort orientation, and support methods to streamline communication.
- Develop and implement program and instructor/facilitator evaluations to measure qualitative and quantitative data in regard to program performance and teacher/curriculum effectiveness. Specific items include student benefits, participant satisfaction, effectiveness of instructors and courses/workshops, and course/workshop effectiveness. Share findings with supervisor and upper level administration to demonstrate program effectiveness.
- Collaboratively manage program budget of \$126,000 with senior director. Responsible for making annual projections and submitting the budget for approval from supervisor. Monitor monthly spending to ensure successful program outcomes without a deficit.
- Conduct outreach, hiring, and supervision of summer instructors and program staff by aligning instructors' teaching philosophies with the program curriculum and mission. Tasked with creating and maintaining a positive working environment for all program faculty and staff by presenting leadership trainings, professional development, and bi-weekly team meetings.
- Supervise 5 staff members throughout the academic year. In summer, supervise 5 full-time staff members, 4 part-time staff members and 6 faculty members. Increase in summer is due to extracurricular and added academic enhancement for summer program.
- Responsible for navigating the CU Student Information System to monitor student application status, schedule of courses, grades, and enrollment verification. Responsible for learning Singularity software to update files, documents, and other reports to cut back on printing costs.

School Counseling Internship
Lakewood High School

January 2016 – May 2016
Lakewood, Colorado

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- Served as a support for the counseling department by providing culturally competent mental health counseling services, one-on-one crisis counseling, academic guidance, college planning, and new student enrollment for the Lakewood High School student body.
 - Completed 240 hours of individual counseling and therapy including social/emotional well-being, met with students about course schedules, college planning, and life after high school.
 - Completed 20 hours of group counseling and therapy by facilitating a grief and loss group therapy for 10 participants.
 - Assisted the school counseling team and school administrators with counseling interventions by completing and submitting 504 plans, assisted with behavioral intervention plans to determine in-school suspension, presented college preparation workshops, and reviewed transcripts to determine credit recovery.
 - Conducted 4 suicide risk assessments by meeting with students who were suspected as a harm to themselves, completed and filed suicide risk assessment paperwork for Jefferson County School District, collaborated with the school resource officer to determine suicide threat and possible hospitalization.
 - Implemented assessments and program evaluations developed by the counseling team to be informed of students' knowledge of the college process and how to better the counseling program and help counselors reach their goals. As a result, counselors met their goal of outreach of college planning for English Language Learners by greater than 15 percent.

- Assisted in coordinating the annual career fair by conducting outreach to employers and companies for their attendance at the fair. Increased the number of representatives from 40 to 62 representatives.
- Supported and collaborated with the school's social worker to discuss student cases in regard to suicide risk.

Practicum Therapist

University of Colorado—Denver Campus

August 2015 – December 2015

Denver, Colorado

- Provided therapeutic services and intakes for a client base of children and adults from the University of Colorado Denver, Student and Community Counseling Center using a strengths-based, systemic, diagnostic and multi-cultural framework.
- Maintained professional record management, including progress and case notes, treatment plans, and termination summaries for the Center Director.
- Experienced with Play Therapy, Solution Focused Brief Therapy, and Person-Centered techniques and interventions to establish and maintain trusting relationships and provide the client with tools to solve their own problems and accomplish goals.
- Received weekly supervision by a licensed professional counselor to discuss clients and case notes, receive guidance for future sessions with clients, discuss treatment plans, and clarify treatment theory techniques.

Coordinator of Student Activities

Front Range Community College Westminster Campus

August 2007 – July 2008

Westminster, Colorado

- Responsible for planning, budgeting and organizing student activities and programs. Collaborated with faculty, staff, students, and leadership to develop marketing strategies that will target every student at FRCC.
- Responsible for maintaining the student life master calendar for in-school and community use. Served as the liaison between students, faculty, and administrators to determine calendar events.
- Developed and implemented student fee funded activities for the campus community, such as "Trick-or-treat Street", National Hispanic Awareness Celebration, National Cancer Awareness month, Chinese New Year Celebration, and the annual summer kick off water fight.
- Hired and supervised Student Life staff. Supervised a staff of 6 student employees and 1 part-time employee. Provided trainings in customer service, marketing, and student organization advisement.
- Oversaw and assisted with day-to-day operation of the Student Life office and Campus Center by providing support to staff and students with student identification cards, booking rooms and office space, and ordered and restocked office supplies.
- Provided advisement and leadership to student organizations and the school newspaper by attending meetings and providing input about events, policy and by-laws, proof reading articles, and providing information coming down from the president's cabinet.
- Regularly attended conferences that presented research on maintaining and understanding best practices in retention and student services.

Coordinator, CU Denver Scholars Program

University of Colorado Denver

September 2002 – July 2007

Denver, Colorado

- Identified and established partnerships with Denver Metropolitan area high schools to recruit candidates for the program and serve as primary point of contact for college counselors and high school students until high school graduation to monitor students' high school progress and college tracking. Worked collaboratively with high school counselors and teachers to identify potential candidates for the UC-Denver Scholars Program.
- Collaborated with high school counselors to visit high schools and make formal recruitment presentations. Assisted high school counselors to identify qualified students by reviewing high school applications to determine college readiness as well as by individual interviews.

- Collaborated with assistant and associate deans of the College of Liberal Arts and Sciences every semester to learn about majors, minors, and certificate programs. Collaboration also included learning the “Early Alert” system and could intern intervene with and successfully advise students when necessary.
- Worked collaboratively with University of Colorado Denver Admissions Office, Academic Advising Office and Office of Financial Aid to facilitate partnerships for student access and success. Worked with partners to receive training to better assist students in academic advising, college coaching, and mentoring students.
- Worked collaboratively with department chairs to select and implement college credit courses that are appropriate for high school students. Individually registered students for college courses in conjunction with their high school schedule to facilitate dual enrollment.
- Effectively monitored students’ grades and maintained student database. Provided intervention with mentoring, tutoring, and study groups for struggling participants.
- Responsible for the coordination of program wide evaluation to collect qualitative and quantitative data. Effectively analyzed and interpreted data to supervision that measured program’s strength and weaknesses.
- Responsible for the supervision of one assistant to assist with day-to-day operations, evaluation, and student correspondence and responsible for the supervision of 4 work study employees to assist as chaperones for program functions. Responsible for the training of work study in the areas of confidentiality, group facilitation, and conflict management.

ADDITIONAL EXPERIENCE

Summer Instructor, CU Pre-Health Scholars Program, Denver, Colorado June 2009 – July 2016

- Taught a life skills course during the summers of 2009 through 2015
- Developed and taught curriculum for Positive Psychology for summer 2016

BOARD MEMBERSHIPS

Colorado Education Services and Development Association June 2016 – Present

- Chair of membership
- Responsible for soliciting new members and reaching out previous members to continue membership.
- Establishing costs and benefits for different membership levels and providing information to members on the return of investment.

La Raza Youth Leadership Institute August 2007 – May 2013

- Chair of conference logistics
- Responsible for determining and reserving venue for annual conference. Responsible for reserving rooms for workshop and audio/visual set up. Responsible for establishing and maintaining partnerships with McDonalds Corporation to sponsor all meals for conference attendees. Responsible for college fair logistics as well as entertainment set up. Worked collaboratively with venue operations for successful conference event.
- Chair of the board in 2012 and responsible for the oversight of 12 board members to ensure successful conference and leadership programming.

PROFESSIONAL DEVELOPMENT

Society for Advancement of Chicano/Hispanics & Native Americans in Science October 2016
 Long Beach, California
 Presenter – “Developing a Plan”

First Generation College Day – Colorado Mountain College, Leadville, Colorado October 2016
 Presenter – “Preparing to Become a Successful College Student”
 Presenter – “Supporting Your College Bound Student”

Solution Focused Brief Therapy Trainings & Workshops, Denver, Colorado January 2016

PROFESSIONAL AFFILIATIONS

American Counseling Association (ACA)

August 2015 – Present

Not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession.

Colorado Coalition for the Educational Advancement of Latinos (CoCEAL)

August 2014 – Present

Coalition of post-secondary and professional educators devoted to the educational success of the state's Latino/Hispanic population.

Colorado Educational Services and Development Association (CESDA)

August 2010 – Present

Professional and educational organization that promotes and facilitates post-secondary awareness, access and student success, with a focus on historically underserved students while educating and supporting the community on the college process.

National Association of Student Personnel Administrators (NASPA)

August 2008 – Present

A leading association for the advancement, health, and sustainability of the student affairs profession that serves a full range of professionals who provide programs, experiences, and services that cultivate student learning and success in concert with the mission of our colleges and universities

PROFESSIONAL REFERENCES

Dominic Martinez, Ed.D, Senior Director
Office of Inclusion and Outreach
University of Colorado Anschutz Medical Campus
Dominic.martinez@ucdenver.edu
(303) 724-8003

Larry Armenta, M.A., Director (Retired)
Center for Pre-Collegiate and Academic Outreach Programs
University of Colorado Denver
Lwarmenta57@gmail.com
(303) 548-6087

Todd Friesen, M.A., LPC, School Counselor (Counseling Dept. Chair)
Lakewood High School
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Scott Whittington, M.A., Professor of English
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Scott Gilmore, Deputy Executive Director
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