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BAC-2299

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation	Mrs.	Type	Appointment
First Name	Farduus	Preferred Email	farduusahmed2015@gmail.com
Last Name	Ahmed	Other Email	farduusa@caoden.org
Contact Name	Farduus Ahmed	Preferred Phone	720-589-3577
Middle Name		Other Phone	303-953-7060
MMAC Trans. Mode Group			

Work and Home Address

Work Address	6795 E. Tennessee Ave. Suit #250	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80224	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Female
If so, what county?		Other Gender	
Denver City Council District No	3	Race/Ethnicity	Other
Occupation/Employer	Colorado African organization	Other Ethnicity	Somali
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Joe Horther	Reference Email #1	joe.horther@state.co.us
Reference Phone #1	(303) 349-8618		
Reference Name #2	Ann Brotz	Reference Email #2	annbortz@yahoo.com
Reference Phone #2	(303) 503-3291		
Reference Name #3	Paul Stein	Reference Email #3	paulsteinrefugees@gmail.com
Reference Phone #3	(720) 244-7868		
Owner	Denver Integration	Created By	Denver Integration, 8/7/2017 4:07 PM
		Last Modified By	Denver Integration, 8/7/2017 4:07 PM



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BAC-3270

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation	Mr.	Type	Appointment
First Name	Maytham	Preferred Email	maytham.alshadood@rescue.org
Last Name	Alshadood	Other Email	maytham.alshadood@rescue.org
Contact Name	Maytham Alshadood	Preferred Phone	7202975022
Middle Name		Other Phone	7202975022
MMAC Trans. Mode Group			

Work and Home Address

Work Address	12605 E 16th Ave	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?	Yes	Gender	Male
If so, what county?	Arapahoe	Other Gender	
Denver City Council District No	N/A	Race/Ethnicity	Other
Occupation/Employer	Registered Nurse-University of Colorado Hospital	Other Ethnicity	Arab/Middle Eastern
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Jennifer Wilson	Reference Email #1	jennifer.wilson@rescue.org
Reference Phone #1	303-249-3007		
Reference Name #2	Joe Horther	Reference Email #2	joe.horther@state.co.us
Reference Phone #2	303-863-8029		
Reference Name #3	Lindsay McGuinness	Reference Email #3	lindsay.mcguinness@uchealth.org
Reference Phone #3	720-848-7684		
Owner	Denver Integration	Created By	Denver Integration, 12/14/2017 5:28 PM
		Last Modified By	Denver Integration, 12/14/2017 5:28 PM

Notes & Attachments

BAC-3354

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation	Mr.	Type	Appointment
First Name	Olatoye	Preferred Email	toyeib@hotmail.com
Last Name	Idowu	Other Email	
Contact Name	Olatoye Idowu	Preferred Phone	7204760406
Middle Name		Other Phone	
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1743 Wazee St #200	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80202	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	No	Gender	Male
If so, what county?		Other Gender	
Denver City Council District No	1	Race/Ethnicity	African American
Occupation/Employer	Software Engineer	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Temi Osifodunrin	Reference Email #1	temi.1231@me.com
Reference Phone #1	3033964322		
Reference Name #2	Temi Dada	Reference Email #2	temi.dada@gmail.com
Reference Phone #2	7203188723		
Reference Name #3	John Akinboyewa	Reference Email #3	linden.ent@gmail.com
Reference Phone #3	7202178913		
Owner	Denver Integration	Created By	Denver Integration, 1/11/2018 12:58 PM
		Last Modified By	Denver Integration, 1/11/2018 12:58 PM

Notes & Attachments

[Recent-resume.docx](#)

Olatoye Idowu

toyeib@hotmail.com

P 7204760406

SUMMARY OF QUALIFICATIONS

- 8 years experience windows and Linux systems engineering.
- 4 years DevOps engineering.
- 3 years experience automating with Python, Ruby and 1 year with Java .
- Troubleshooting and technical support abilities with network connectivity, JVM tuning, Unix and windows servers.
- Develop exceptional relationships with co-workers, management and end users.
- Excellent communication and problem solving skills.
- Full understanding of DevOps activities.
- Full understanding of the Agile methodology.

Operating System: Unix, Linux, Windows and Ubuntu

Programming Language: Python, JS, Java, Swift

Scripting Language: Bash, Powershell

Development Tools: Pycharm, RubyMine, Vagrant, Django, Chef, Puppet, Terraform, Ansible, Mcollective, Jenkins, Docker, Subversion, Android Studio, Bamboo, Git, Xcode, circleci, kubernetes

PROFESSIONAL EXPERIENCE

Kenzan – Platform Engineering Consultant

Oct 2017 – Present

ReactiveOps - Site Reliability Engineering Architect

May 2017 – Oct 2017

- Perform DevOps-focused consulting work for diverse clients.
- Build and maintain large-scale Kubernetes deployments.
- Create and maintain system architecture, design, and automation.
- Pair with other SRE/SAs, mentor junior staff.
- Release and maintain open-source software and projects.
- Author blog posts and participate in the community by going to meetups, conferences, etc. as a ReactiveOps representative.
 - Manage availability and performance problems for clients; automate resolution to prevent re-occurrence.

- Limited participation in 24/7 pager.

Athlinks - DevOps Engineer

Sept 2016 - May 2017

- Review and make necessary recommendations for infrastructure initiatives in collaboration with your fellow system engineers.
- Support our existing production (Kubernetes cluster) and non-production systems while continuously working to improve them.
- Automate repetitive tasks, contribute to, and improve, a Docker containerized continuous delivery pipeline.
- Work with fellow DevOps Engineers to define operations best practices and standards.
- Identify key system metrics and ensure adequate monitoring coverage for new and existing services.
- Author tools that reliably manage infrastructure in a containerized, immutable, testable fashion.
- Mentor other DevOps Engineers and foster an environment of growth and learning.
- Serve in an on-call rotation and escalation point of contact.

Commerce Sync – DevOps Analyst

Jan 2016 – Sept 2016

- Responsible for deploying and troubleshooting .NET application in lower and production environments.
- Participate in Dev sprint planning and standups to better understand components coming down the pipeline.
- Maintain all aspect of puppet automation and deployment including coding new manifests for new components.
- Responsible for maintaining and troubleshooting the splunk environment for log ingestion.
- Responsible for maintaining the git repositories using SourceTree and RubyMine.
- Responsible for all bamboo related tasks.
- Point person for all IIS sites and app pools.
- Responsible for building and maintaining the RabbitMQ servers for message queues.
- Responsible for all HAProxy related tasks.
- Occasional database(MySQL) tasks.
- Responsible for maintaining the Squid caching servers
- Point person for all cloud computing(Dimension Data) needs including spinning up and spinning down of production servers(Windows/Linux).

- Responsible for automating all manual processes using python, powershell and bash.
- Point person for all nagios monitoring.
- Responsible for performance tuning of all servers in both lower and production environments.
- Directly work with 3rd party vendors(Direct and White label) on SLA's, notifications of planned downtime and outages.
- Responsible for resolving all services, portal and component escalated tasks in Jira.
- On call rotation for any off hours issues.
- Responsible for maintaining and implementing all ChatOps integration.

**Eplan Services Inc / Paychex Inc – Systems Engineer II
2013 – 2016**

- Responsible for designing, implementing and maintaining all Linux/Unix servers and machine for the organization.
- Responsible for maintaining all the glassfish, java windward engines and tomcat servers for the organization.
- Responsible for automating some of the manual process using python and ruby.
- Work with developers, testers and DBAs throughout the sprint cycle to make sure we have a successful software release.
- Provides 24 x 7 coverage on UNIX server hardware and software related issues including problem alerting, analysis, resolution, and follow up to ensure stable ongoing systems uptime using Jira.
- Responsible for the windows domain controller, NAS, QuickBooks , forefront and vpn servers.
- In charge of making sure all servers are patched both in the office and data center
- I Support the F5 load balancer in prod and in test.
- Responsible for all firewall switches.
- In charge of building and maintaining the windward java document servers in prod and test environment.
- In charge of building and maintaining the Citrix VMs and VMware VM's in the environment.
- Responsible for deploying and updating chef cookbooks and recipe on server for deployment to clients
- Participate in prioritization and sprint meeting with the rest of the engineering team.
- Responsible for automating and deploying the tested java war files to production at the end of the sprint.
- Help the testers setup and maintain Jenkins build servers for continuous integration.
- Responsible for making sure all proper monitoring tools are running and monitoring the systems.
- Responsible for sending off quarterly statements of 401k participants to banks using ftp.
- Responsible for the EMC san environment in Prod and Test.
- Participate in the end of the year SAS70 audits.
- Responsible for preparing the engineering 3yr budget for corporate.

**Eplanservices Inc – Windows Engineer
2012 – 2013**

- Implement and maintain all windows servers and desktops for the organization.
- Implement and maintain all exchange servers for the organization.
- Support all telephony related issues for the organization.
- In charge of making sure we have proper documentation on the wiki for the engineering team.
- Responsible for all IT related purchase.
- I'm in charge of making sure we have proper office backups and offsite to Iron Mountain.
- Responsible for making department specific images in effort to standardize company computers.
- I'm in charge of making sure all machines are protected with antivirus and definitions.
- Responsible for all Domain controllers, AD, WSUS, GPO, DNS and VPN.
- Responsible for all print servers throughout the organization.
- Responsible for creating IT budget based on projected projects for the new year.

**Interactive Corporation, Service Magic – Windows Admin
2006 – 2011**

- Administer and manage Microsoft Windows Server 2003/2008 (Active Directory), Exchange server 2003 and Microsoft workstations for over 2000 users.
- Responsible for backing up all file servers to disc at the HQ office.
- Responsible for writing, updating and deploying companywide image using Symantec Ghost.
- Responsible for Hardware and software applications for workstations and servers by collaborating with executive management and department leaders through the ticketing system (ServiceDesk Plus).
- Developed and updates documentation, appraising users and administrators of vital information.
- Responsible for making sure all newly hired employees are assigned active directory accounts, email accounts, phone extensions numbers using Avaya Site Administration and network drives.
- Responsible for working directly with vendors on technical issues that is revenue impacting, having a test machine for test purposes and making sure resolution is documented in a wiki page for the technology team.
- Responsible for managing security on all end user machines and servers using Symantec Endpoint Protection and Microsoft Shared toolkit.
- Responsible for deploying patches to servers and end user machines and also upgrading software using group policy.

- Responsible for installing, configuring and troubleshooting VMware ESX 3.5i for work from home end-users.
- Responsible for working with and deploying new technologies that saves the company time and money well over \$30,000.
- Took vitals on the patients at the hospital.
- Help the resident doctors with anything they need help with on patients in the emergency room.

EDUCATION

- Metropolitan State College of Denver - Computer Info System.
- Red Rocks Community College - Emergency Medical Service.

BAC-3517

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation	Ms.	Type	Appointment
First Name	Brenda	Preferred Email	b.herreramoreno@gmail.com
Last Name	Herrera Moreno	Other Email	
Contact Name	Brenda Herrera Moreno	Preferred Phone	8642214623
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?	Yes	Gender	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	1	Race/Ethnicity	Hispanic
Occupation/Employer	Young People in Recovery	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Robert "Bobby" LeFebre	Reference Email #1	bobby.lefebvre@denvergov.org
Reference Phone #1	720-944-6152		

Reference Name #2	Meg Allen	Reference Email #2	mkallen@auroragov.org
Reference Phone #2	303-739-7258		

Reference Name #3	Olivia Hunte	Reference Email #3	olivia.h.hunte@gmail.com
Reference Phone #3	404-399-6914		

Owner	Denver Integration	Created By	Denver Integration, 2/5/2018 2:31 PM
		Last Modified By	Denver Integration, 2/5/2018 2:31 PM

Notes & Attachments

BHerrera Moreno.Resume.pdf

EDUCATION

Hampshire College, *Amherst, MA*

Bachelor of Arts, Concentration in Sociology

May 2015

Senior Thesis Title: On TRAC: An Ethnographic Case Study on Culturally Relevant Pedagogy in a College Access for Refugee Youth

RELEVANT EXPERIENCE

My Recovery is E.P.I.C Bilingual Peer Support Specialist,

November 2017 – Present

Young People in Recovery, Denver, CO

- Maintain positive and productive relationship with partner sites by communicating with partner site point of contact at least once a week
- Participate in local YPR chapter activities, which include but are not limited to: workshops, all-recovery meetings, pro-social events, and advocacy engagement

Youth Programs Manager,

June 2015 – November 2017

ECDC African Community Center of Denver, Denver, CO

- Develop effective data collection strategies to document qualitative and quantitative data for Colorado Department of Human Services (Tony Grampses Youth Services) and other funders
- Supervise the planning and implementation of special community events to bridge stronger bonds between immigrant & local community
- Developed and secured funding for programs providing culturally relevant curricula for refugee & immigrant youth
- Oversaw all aspects of after school program site for an average of 35 students a day
- Develop strategic and effective relationship with community partners to ensure quality and sustainable resources for refugee youth
- Spearheaded the development of tools and resources to establish healthy relationships between participants and staff members

Young Adult Career & College Counselor

May 2015 – June 2015

ECDC African Community Center of Denver, Denver, CO

- Provided direct services for refugee youth between the ages of 10-24 and ensure they are developing positive healthy lifestyles
- Educated participants about employment practices and post-secondary education access in the USA
- Analyzed factors that influenced student attendance and implemented strategies to improve student retention
- Administered program evaluation, reviewed program reports and weekly contact sheets
- Maintained and nurtured relationships with young adults, organizations and other community partners

Youth Program Intern

May 2013 – Aug. 2013

ECDC African Community Center of Denver- Denver, CO

- Worked closely with Family and School Liaison to establish communication about my performance, roles and responsibilities
- Analyzed factors that influenced student attendance and implemented strategies to improve student retention
- Conducted character development workshops for refugee youth to explore identity and community

LEADERSHIP AND SERVICE LEARNING EXPERIENCE

D.A.R.T Victim Advocate Volunteer,

Oct. 2017 – Present

Safehouse Progressive Alliance for Nonviolence, Boulder, CO

- Practice active listening, ethical communication, client-defined advocacy, and anti-racism skills with all clients
- Provide crisis intervention, empathetic, supportive counseling and safety planning to ensure safety of client

Advisor on Trauma Youth Resilience Board,

Oct. 2017 – Present

Colorado Refugee Wellness Center

- Identify strategies to meaningfully engage with refugee and immigrant families and their community

Co-Director of Refugee & Immigrant Youth Consortium,

April 2016 – Present

ECDC African Community Center of Denver, Denver, CO

- Spearheaded the Refugee & Immigrant Youth Consortium to unite service providers, strategize collaboration and eliminate silos
- Identified & organized key stake holders to form subcommittees on pertinent topics relating to refugee & immigrant youth

SKILLS & CERTIFICATES

- Positive Youth Development
- Certified in Mental First Aid
- Client Defined Advocacy & Trauma Informed Practices
- Mandatory Reporter
- Bilingual and Multicultural Skills
- Coalition Management

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BAC-3469

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation		Type	Appointment
First Name	Leslie	Preferred Email	leslie.mongin@gmail.com
Last Name	Mongin	Other Email	
Contact Name	Leslie Mongin	Preferred Phone	7203776298
Middle Name		Other Phone	
MMAC Trans. Mode Group			

Work and Home Address

Work Address	2199 S University Blvd	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80208	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	7	Race/Ethnicity	Caucasian
Occupation/Employer	University of Denver	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Jen Smyers	Reference Email #1	smyers.jen@gmail.com
Reference Phone #1	202-420-0863		
Reference Name #2	Naomi Steinberg	Reference Email #2	naomi.steinberg@hias.org
Reference Phone #2	202-257-2054		
Reference Name #3	Roderick Conrad	Reference Email #3	roderick.conrad@rescue.org
Reference Phone #3	+66-2255-7025		
Owner	Denver Integration	Created By	Denver Integration, 1/19/2018 3:55 PM
		Last Modified By	Denver Integration, 1/19/2018 3:55 PM

Notes & Attachments

LMongin Resume, 1-19-18.docx

Leslie Mongin

leslie.mongin@gmail.com

720-377-6298

Summary: Responsive program coordinator with 10 years' experience working in government and nonprofits, skilled in project management and evaluation, liaising with stakeholders, and detailed follow-through.

E X P E R I E N C E

Adjunct Faculty, Josef Korbel School of International Studies (JKSIS) Jan 2018 – Mar 2018
University of Denver, Denver, Colorado

- ✓ Completely revised content, approach, assignments, readings, and instruction for graduate-level refugee studies course for 24 students, with special attention to various learning styles and disabilities. Resulted in a practical, skills-based course, as opposed to the academic theory class of previous years.
- ✓ Engaged diverse group of guest speakers to join course, representing both genders, nine countries of origin, various ages, several speakers with refugee backgrounds, and varying years of work within their respective organizations to amplify voices of lived experience.

Interim Director, Humanitarian Assistance Program, JKIS Dec 2017 – Mar 2018
University of Denver, Denver, Colorado

- ✓ Created work plans and supervised three graduate-level program assistants; planned and led weekly conference calls on program events and objectives.
- ✓ Recruited volunteers to lead DU events for International Women's Day, including donation drive for local domestic violence shelter; leveraged connections to bring dynamic guest speakers to campus.

Assistant Regional Refugee Coordinator for East Asia Jan 2013 – Jan 2017
U.S. Embassy Bangkok, U.S. Department of State (DOS), Bangkok, Thailand

- ✓ Coordinated daily operations of the U.S. Refugee Admissions Program for refugee resettlement from East Asia with 300+ staff from 12 U.S. government agencies, NGOs, and international organization (IO) partners, resulting in an average of 15,000 refugees resettled per year.
- ✓ Met frequently with refugee community groups to listen to their concerns, share USG policy and programs, and work collaboratively to improve access to services for this vulnerable population.
- ✓ Made funding recommendations, monitored, and evaluated \$70 million in USG funding to NGOs and IOs to ensure responsible stewardship of taxpayer funds and effective service delivery to refugees.
- ✓ Represented sensitive USG positions and concerns diplomatically and with tact during meetings with the Royal Thai Government, embassies, IOs, NGOs, refugee community groups, and stakeholders.
- ✓ Collaborated with law enforcement on specific case issues, and working with the refugee community.
- ✓ Initiated urban refugee reporting for East Asia to better inform policymakers and expand USG funding in Bangkok and Jakarta, resulting in 9000 refugees accessing healthcare, and shelter for 200 unaccompanied refugee minors who previously were confined to immigration detention centers.
- ✓ Routinely briefed the Ambassador and visiting senior USG leadership on urgent refugee situations.
- ✓ Excelled in a fast-paced environment and handled multiple, competing priorities with flexibility, drafted and cleared time-sensitive briefing papers for senior personnel, planned and facilitated meetings and monitoring trips with partners and stakeholders, and reported on regional protection issues within the embassy and to multiple DOS offices in DC.
- ✓ Advised and provided technical guidance to international and national NGOs and assistance applicants on DOS program functions, calls for proposals, statutes, regulations, and policies.
- ✓ Collaborated weekly on high profile resettlement cases with U.S. Citizenship & Immigration Services (USCIS) and the DOS Consular section; utilized strong problem-solving skills and knowledge of immigration law to bring these cases to a successful conclusion.
- ✓ Responded to email inquiries from Congressional offices, refugees, and the general public regarding specific cases and general refugee protection environments and law within East Asia.
- ✓ Featured in Refugee Coordinators in Action: <https://www.youtube.com/watch?v=-fvOZDQJDIHs>

Acting Director

Oct 2009 – Mar 2010

Refugee Council USA, Washington, D.C.

- ✓ Worked with the Council's fiscal agent to draft and formalize a \$250,000 budget for CY2010, including presentation and explanation to members; the budget was accepted with no objections.
- ✓ Facilitated all communications including advocacy letters, website updates, and coordination with federal partners (DOS, Dept. of Homeland Security, and Office of Refugee Resettlement).
- ✓ Liaised with international NGOs to draft statements and coordinate advocacy for the upcoming UNHCR Standing Committee meetings, resulting in stronger and more inclusive statements.
- ✓ Screened applications for new Director, coordinated interview process with Chair and fiscal agent.

Associate Director

Dec 2008 – Sep 2012

Refugee Council USA, Washington, D.C.

- ✓ Coordinated work of the Council on legislative and appropriations advocacy with Congress.
- ✓ Developed a refugee speakers' bureau, recruited and coached refugees to speak on panels to USCIS, congressional advocacy visits, and media teleconferences about refugee issues.
- ✓ Coordinated and led a webinar for federal, state, and NGOs on the lifting of the HIV travel ban for 300+ local resettlement affiliates, healthcare workers, and state refugee health coordinators; helped them understand the implications and responsibly prepare to support incoming HIV+ refugees.
- ✓ Conducted casework on behalf of vulnerable migrants and provided information on potential forms of immigration relief in the United States and worldwide.
- ✓ Briefed visiting officials from Turkey and Greece on U.S. refugee resettlement programs and practices.
- ✓ Led development of consultation form with state refugee coordinators and resettlement staff for use at 350+ affiliate sites, to better document their resettlement plans for review by DOS officials.
- ✓ Advocated with Congress and DOS for increased resettlement of vulnerable refugee populations including Colombians in Ecuador and Panama, Somalis in Southern Africa, and Iraqis displaced in Syria, leading to higher numbers from these groups in coming fiscal years.
- ✓ Taught Hill Visit 101 sessions for new coalition members to increase their effectiveness in meetings.
- ✓ Visited U.S. Resettlement Support Centers in Turkey, Thailand, and Syria; collected country condition information regarding the protection and resettlement issues to share with domestic agencies.
- ✓ Coordinated media responses, including providing in-depth background information and sharing multiple data sets to assist in journalistic research; responded to public inquiries on refugee issues.

Project Assistant, Immigration & Refugee Program

Sep 2007 - May 2008

Church World Service, Washington, D.C.

- ✓ Arranged hundreds of Congressional meetings on refugee-specific legislation and appropriations, resulting in passage of key legislation (Refugee Crisis in Iraq Act of 2007).
- ✓ Expanded "Service Speaks" Initiative to update senators and representatives on the positive work done by local CWS affiliates to assist immigrants and refugees in their home districts and/or states.
- ✓ Contacted 28 journalists from national and local newspapers for media briefing on Iraqi refugees and responded to their inquiries for background materials, resulting in several favorable articles.

E D U C A T I O NUniversity of Denver, Denver, CO

B.A. Double major in International Studies, Criminology

Jun 2006, Cum Laude

American University, Washington, D.C.

M.A. International Politics, Focus: Human Rights & Global Environmental Policy

Aug 2008

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BAC-3471

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation	Ms.	Type	Appointment
First Name	Nhu-Minh	Preferred Email	nhuminhle@apdc.org
Last Name	Le	Other Email	nmdkle71@gmail.com
Contact Name	Nhu-Minh Le	Preferred Phone	720-225-7163
Middle Name		Other Phone	720-382-3786
MMAC Trans. Mode Group			

Work and Home Address

Work Address	1537 Alton Street	Home Address	[REDACTED]
Work City	Aurora	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80010	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Gender	Female
If so, what county?	Arapahoe	Other Gender	
Denver City Council District No	N/A	Race/Ethnicity	Asian
Occupation/Employer	Director of Victim Assistance/Asian Pacific Development Center	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Tarikh Dixon	Reference Email #1	tdixon@da17.state.co.us
Reference Phone #1	303-659-7735		
Reference Name #2	Harry Budhisidharta	Reference Email #2	harrybudhisidharta@apdc.org
Reference Phone #2	303-923-6370		
Reference Name #3	Madeleine Ring	Reference Email #3	madeleine.s.ring@gmail.com
Reference Phone #3	970-691-2008		
Owner	Denver Integration	Created By	Denver Integration, 1/19/2018 7:26 PM
		Last Modified By	Denver Integration, 1/19/2018 7:26 PM

Notes & Attachments

Nhu-Minh Le

(720) 382-3786

Nmdkle71@gmail.com

Summary

- Effective in interpersonal communication, project management and workplace organization
- Experience includes research and training in human trafficking and gender-based violence
- Bi-lingual; fluent Vietnamese and English

Education

- Master of Arts, Criminal Justice (Concentration in Gender-Based Violence), University of Colorado, Denver – Fall 2014
 - Capstone Project: *Models of Human Trafficking Hotlines: A Descriptive Study*
- Bachelor of Arts, International Studies, University of Colorado, Denver – Spring 2011
- Bachelor of Arts, Criminal Justice (Minor in Sociology), University of Colorado, Denver – Spring 2011

Memberships

- Colorado Human Trafficking Council, Lakewood – March 2017 – present
- Daniel's Fund Alumni, Denver – Spring 2012- present
- Alpha Phi Sigma Honor Society (Criminal Justice), Denver – Spring 2010-Fall 2014

Certifications

- National Advocate Credentialing Program, National Organization for Victim Assistance, August 2016 – August 2018 (License N17-434-3232)
- Mental Health First Aid, National Council for Behavioral Health, April 2017 – April 2019

Relevant Experience

- *Asian Pacific Development Center (APDC)*
Director of Victim Assistance – Victim Assistance Department, Aurora, CO - August 2016 – present
 - Supervise victim advocates, interns, and volunteers within the Victim Assistance Department
 - Provide crisis intervention, case management, criminal justice advocacy, victim compensation, and other direct services to victims of crime
 - Network with court personnel, law enforcement, and other victim assistance agencies
 - Collect data and submit required reports as mandated by funders
 - Conduct cross-cultural training to law enforcement, victim assistance agencies, hospitals, schools, and non-profit agencies
 - Prepare and submit state and federal grant proposals
 - Plan strategic development for victim assistance department and funding
- *Adams County District Attorney's Office (17th Judicial District)*
Victim Witness Specialist – Victim Witness Unit, Brighton, CO - December 2014 – July 2016
 - Provided practical explanation of Adams County district, county and juvenile court procedures to victims and witnesses, including general criminal justice processes and definitions of legal terminology
 - Assessed, identified, and responded to victims'/witnesses' immediate needs as part of prosecution efforts of pending criminal cases (e.g. safety planning)
 - Facilitated the management of victims and witnesses to courtrooms for scheduled court hearings in assigned divisions for misdemeanor and felony cases
 - Maintained monthly victim/witness lists (130+ victims) for on-going criminal cases to ensure accurate documentation of contact information and services provided

Nhu-Minh Le

(720) 382-3786

Nmdkle71@gmail.com

- Produced monthly reports for Victim Witness Unit for statistical data for assigned division
- Oversaw volunteer advocates for Domestic Violence Fast Track Program
- **Laboratory to Combat Human Trafficking (LCHT)**
Research Intern, Colorado Project to Comprehensively Combat Human Trafficking, Denver, CO - May 2013 – May 2014
 - Assisted with data collection, coding, and entry to maintain accurate and timely record of results
 - Extrapolated and reviewed state-wide data from multiple (50+ agencies) respondents
 - Supported with cleaning up data for Zotero Library
 - Developed new questions for project as new implementation of inclusiveness amongst agencies
 - Researched, classified, and analyzed collected data from current project to conclude patterns and potential gaps within research
- **Colorado Organization for Victim Assistance (COVA)**
Human Trafficking Program Intern/Hotline Advocate – Human Trafficking Program, Denver, CO - January 2010 – February 2011
 - Directly managed investigative cases of trafficked victims with current knowledge of laws, statutes, and regulations on human trafficking
 - Provided direct services for victims: shelter, emergency funds, and transportation with crisis intervention
 - Participated in training outreach, conferences, debriefings, and advocate in peer support groups on issues of human trafficking
 - Presented and evaluated agencies on human trafficking issues and current laws for coordination of comprehensive statewide network to address victims' needs
 - Recruited members for the Colorado Network to End Human Trafficking
- **Colorado Network to End Human Trafficking (CoNEHT) Hotline**
Volunteer Advocate, Denver, CO – January 2010-present
 - Provide referrals and resources for the following categories but are not limited to shelter, legal services, vouchers, medical health, transportation services, etc.
 - Maintain accurate and up-to-date information database about social and human services to individuals seeking such information, and to facilitate access to (CoNEHT-specific) services by individuals through referral protocols
 - Record and assess all incoming call content (emergency and non-emergency), by completing CoNEHT call intake form
 - Report potential human trafficking tips to the law enforcement and partnering agencies

Additional Skills

- Proficient with Salesforce Database, IBM SPSS Statistics, Court Data Access, ACTION, Integrated Colorado Courts E-Filing System (ICESS)
- Intermediate knowledge of Online Wisdom Link (OWL) Learning Program, Systems Applications Products (SAP) Data Processing, SharePoint, Concur Data System
- Computer skills include: Microsoft Office Suite, Photoshop, Adobe Suite
- Advanced in Apple and Windows operating systems
- WPM = 60

BAC-3453

Board Name	Denver Immigrant Refugee Commission	Status	In Process
Salutation		Type	Appointment
First Name	Hamid	Preferrad Email	hamid.ran@rescue.org
Last Name	Ran	Other Email	
Contact Name	Hamid Ran	Preferred Phone	3039999143
Middle Name		Other Phone	7203286655 X212
MMAC Trans. Mode Group			

Work and Home Address

Work Address	405 Urban St #400	Home Address	[REDACTED]
Work City	Lakewood	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80228	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Gender	Male
If so, what county?	Jefferson	Other Gender	
Denver City Council District No	Unknown	Race/Ethnicity	Other
Occupation/Employer	International Rescue Committee	Other Ethnicity	Middle Eastern
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Jennifer Wilson	Reference Email #1	jennifer.wilson@rescue.org
Reference Phone #1	3032493007		
Reference Name #2	Victoria Francis	Reference Email #2	victoria.francis@rescue.org
Reference Phone #2	7206280553		
Reference Name #3	Roop Wazir	Reference Email #3	roop.wazir@rescue.org
Reference Phone #3	6025704060		
Owner	Denver Integration	Created By	Denver Integration, 1/17/2018 6:32 PM
		Last Modified By	Denver Integration, 1/17/2018 6:32 PM

Notes & Attachments

RanHamidResume.docx

SKILLS AND PROFICIENCIES

- Quick learner with ability to adapt to new situations successfully
- Passionate about helping others
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Proven track record achieving exceptional results in fast-paced environments
- Meticulous documentation management skills and process development expertise
- Highly collaborative work style that thrives in group setting and team-oriented environment
- Effective communicator with internal and external stakeholders
- Fluent in English, Azeri, Turkish, and Persia
- Excellent time management and problem solving skills

WORK EXPERIENCE

International Rescue Committee in Denver

Lakewood, CO

Senior Case Worker, June 2017 – Present

- Manage case worker, housing and logistics and interpreter teams
- Supervise the coordination and delivery of direct services to clients, including assistance with budgeting, accessing public benefits, school enrollment and integration into local community
- Ensure case management team maintains accurate client case notes and documentation and that services are delivered in a timely manner in accordance with federal and state requirements
- Organize educational trainings and information sessions for clients, staff members, community partners and other stakeholders
- Provide data required for various reports and tracking

Case Worker, October 2016 – June 2017

Lakewood, CO

- Provide culturally appropriate case management services and work directly with clients through resettlement process including, opening a banking account, obtaining a social security card, school enrollment, budgeting and applying for public benefits
- Assess refugee clients' needs and help coordinate services and connect clients to appropriate community services and providers to address barriers to achieving self-sufficiency
- Supervise case management interns and volunteers
- Collaborate with health and employment teams to ensure services provided to clients meet federal and state requirements

Whole Foods Market

Boulder, CO

Cash Office and Front End Supervisor, October 2014 – September 2016

- Oversaw all cash handling procedures
- Reconciled company bank, credit card and line of credit accounts
- Accounts Receivable: invoice generation, collections
- Accounts Payable: worked in conjunction with all vendors
- Operator Performance Reporting: maintained performance statistical analysis of employees
- Monitored purchasing and inventory levels
- Performed three segregated accounting functions – authorization, recording, and reporting

Central Market / HEB

Plano, TX

Assistant Service Manager, October 2012 – October 2014

- Coached, developed, trained and retain partners
- Processed partner profile changes and new hire information in PeopleSoft system
- Responsible for paperwork and on-boarding process for all newly hired partners
- Coordinated meetings, training sessions, and special projects/activities
- Scheduled weekly work hours for partners

Cashier, October 2010 – September 2012

- Provided excellent customer services support
- Monitored and managed potential front-end shrink
- Ensured company food safety and sanitation expectations

WIN TV

Washington D.C.

Reporter and Producer, April 2010 – July 2010

- Reporter/producer covering social life
- Conducted interviews for daily TV show
- Researched and analyzed Iranian news for social life stories and reports

Saheb Ghalam Newspaper

Tehran, Iran

Reporter, producer and editor, January 1999 – July 2008

- Field reporter for social life beat
- Interviewer
- Editor of social life pages

VOLUNTEER EXPERIENCE

Dallas Heart House, January 2013 – August 2013

Dallas, TX

- Provided homework-help and after school programming to low income youth
- Took students on field trips to local museums and theaters
- Supported teachers in their daily duties

Iran HIV Association, January 1999 – July 2008

Tehran, Iran

- Held hope meetings for AIDS patients
- Conducted in-person meetings with individual AIDS patients to provide support and address their needs
- Fundraised for organization

EDUCATION

Dallas Community College

Dallas, TX

- Courses towards BA in social work

Media Studies and Research Center

Tehran, Iran

- Associates degree in journalism, 3.5/4.0 GPA, June 1996

INTERESTS & AWARDS

Interests

- Camping, cooking, reading, hiking and photography

Award

- Partner of the month—Central Market/HEB, June 2011 and July 2013