

# Elia Martin



---

## Objective:

Ambitious, detail-oriented professional looking to obtain a grant management position where my previous experience and education have the ability to enhance my professional success and personal growth.

## Education:

Master of Social Work, MSW

Graduation: May 2021

Concentration: Children, Youth and Families

*Western New Mexico University*

Bachelor of Science, Human Services

Completed: December 2013

Concentration: Community Health and

Rehabilitative Services

*University of Northern Colorado*

## Summary of Skills:

- Highly detail-oriented
- Budgeting and financial management
- Complex problem solving
- Proficient in utilizing Google platforms
- Workforce development
- Grants management and monitoring
- Working with non-traditional and marginalized populations
- Leveraging and maintaining partnerships with community-based organizations and small businesses
- Strong interpersonal and communication skills via phone, email and in-person

## Experience:

Homeless Programs Specialist, *DOLA*

2021- Present

- Assist with contract management, contract monitoring, and program oversight for Emergency Solutions Grants (ESG) programs as well as other homeless services, including but not limited to COVID-19 programs.
- Manage contracts focused on housing and homelessness
- Develop program guidelines, policies and materials for new programs To ensure that the law is being met and the program is implemented fairly, consistently, and efficiently
- Advises and provides guidance to multiple grantees and service providers on various technical issues relating to homeless programs for special populations (veterans, youth, families, persons with disabilities, justice involved, and/or chronically homeless)
- Processes pay request
- Develops and maintains tracking systems

Lead Career Coach, *Eckerd Connects*

**2019-2021**

- Lead outreach and recruitment efforts by organizing activities in the community relating to participant development
- Provide supervision and on-going feedback to other career coaches
- Identify and recruit target population of participants and employers
- Assess and determine eligibility of participants per project plan
- Maintain case records detailing service needs and activities arrangements for participants fulfillment by completing daily data and paperwork management
- Facilitate on-going skills training in software applications, work readiness skills and the development of basic remedial skills in math and reading
- Create presentations and develop facilitation skills to engage participants in meeting program goals
- Deliver program curriculum and objectives in classroom and a simulated workplace environment
- Revise and return professional quality resumes
- Lead social events, transition workshops and employment partner events in the community
- Connect with employers and community organizations on a frequent basis to create job development opportunities for participants

Career Explorations and Development Regional Coordinator,

*Denver Public Schools- Manual High School*

**2017- 2019**

- Leverage formal partnerships and secure additional resources to promote the college entry and success
- Oversee program management for job shadows, mentorships and internships
- Develop trainings tools to assist employees with creating effective work plans at school sites that will enable staff to build and monitor partnerships and track outcomes and results
- Coordinate career exploration field trips, career mentorships, and summer career camp logistics such as food, expenditures for equipment and supplies, bus scheduling, master calendar scheduling, mentoring session planning using pre-developed curriculum activities, room assignments, work site and college visits, track student incentives and work-readiness assessments
- Advocate CareerConnect program within school(s) to teachers, school staff, students, parents, business partners and more by delivering presentations, distributing marketing collateral, and representing CareerConnect in various school & community settings
- Assist with recruitment for both student recruitment, selection, preparation, and retention for program participation and for new business partners to engage in CareerConnect programs
- Distribute and collect evaluation materials, permission packets, and other pertinent documents for students, business partners and school-based staff
- Gather and interpret data; create bi-annual reports based on information gathered through on-line event management system and/or other on-line tool
- Provide feedback and open communication with Work-Based Learning Supervisors and other central CareerConnect staff to ensure continued program effectiveness and improvement

Regional Coordinator, *Denver Public Schools- Manual High School*

**2016- 2017**

- Leverage formal partnerships and secure additional resources to promote the college entry and success

- Oversee program management for job shadows, mentorships and internships
- Build systems to support student recruitment and enrollment
- Develop trainings tools to assist employees with creating effective work plans at school sites that will enable staff to build and monitor partnerships and track outcomes and results
- Supervise 2 AmeriCorps members and 1 MSW intern
- Conduct new student orientation and oversee student shadow program at Manual High School
- Provide communication to the workplace explaining student preparedness, and execute job shadow agendas provided by Career Readiness Coordinator
- Assist with quarterly reviews of job shadowing activities with Work-Based Learning Coordinator and employer hosts
- Conduct family needs assessment and collaborate with community partners, service providers, and faith-based communities; makes referrals to ensure that families have access to resources and services as needed
- Provide referrals to eliminate roadblocks preventing student academic success, including, but not limited to, areas of energy assistance, adult self-sufficiency, financial literacy, and job coaching

WIOA Youth Case Manager, *Denver Public Schools*

**2014-2016**

- Manage a caseload of 45 at-risk youth
- Keep accurate tracking of activities, services and expenses
- Develop curriculum and facilitate job readiness trainings
- Provide guidance to youth regarding work history, education, interests, abilities and other relevant variables affecting youth's employability
- Prepare individual employment plans with youth to effect remediation of job-related barriers and/or deficiencies
- Assist youth with exploring post-secondary options
- Carry out one-on-one job counseling and job coaching
- Create partnerships with community organizations to benefit youth
- Develop and maintain working knowledge of pre-employment skills, basic living and job specific training resources
- Serve as a liaison between classroom teachers, school staff and service providers at targeted school sites
- Meet with school counselors to provide an ongoing communication link to ensure the highest quality of student service in schools
- Utilize dropout prevention strategies and interventions to make certain that youth stay in school to their high school diploma and continue with some post-secondary education or long-term employment

## **References**

Provided upon request