



CITY AND COUNTY OF DENVER

PRIVILEGED AND CONFIDENTIAL WORK PRODUCT

Michael B. Hancock
Mayor

To: Mayor Michael B. Hancock
From: Romaine Pacheco, Director
Date: July 22, 2022

BOARD: Denver Women's Commission

POC: Tess Trewin

BACKGROUND:

Members: No less than 7 – No more than 21

Terms: 2 Yrs.

Confirmation: Yes

The Commission advises the Mayor and the Executive Director on the special issues and opportunities affecting women.

RECOMMENDATION:

Olivia Almaguer, Denver (F)(H) to serve as a community member for a term expiring June 30, 2024, reappointed.

ACTION NEEDED:




Reappoint Almaguer

Please provide additional candidates to consider.

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BAC-8251

Contact Information

Contact Name	Olivia Almaguer	Home Address	4175 Green Ct
Preferred Phone	3037284970	Home City	Denver
Preferred Email	oc646@hotmail.com	Home State	CO
Other Phone		Home Zip	80211
Other Email	oc646@hotmail.com	County	Denver
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	Yes
SSN	[REDACTED]	Race/Ethnicity	Hispanic
Gender	Male	Other Ethnicity	
Other Gender		Salutation	

Board Information

Board Name	Denver Women's Commission	Other boards or commissions served	Women's Commission, Denver
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	City and County of Denver	Work Address	4175 Green Ct
Position	Accountant	Work City	Denver
Business Phone #	3037284970	Work State	CO
Work Email	oc646@hotmail.com	Work Zip	80211

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Denver	Special Information	
Denver City Council District No	1		

Education and General Qualifications

Name of High School	Jefferson	Name of Graduate School	DU
Location of High School	Arizona	Location of Graduate School	
# of Years Attended High school	3	# of Years Attended Graduate School	2
Did you Graduate	Yes	Did you Graduate	Yes

High School

Graduate Major

Name of College Colorado Christian University
Location of College Lakewood
of Years Attended College 4
Did you Graduate College Yes
Undergrad Major

Reference Details

Reference Name #1 Jessica Calderon
Reference Phone #1 720-290-3469
Reference Email #1 jessica.calderon@denvergov.org
Reference Address #1

Reference Name #2 Maria Corral
Reference Phone #2 720-935-1520
Reference Email #2 maria.corral@denvergov.org
Reference Address #2

Reference Name #3 Zarah Levy
Reference Phone #3 323-578-0176
Reference Email #3 lovebean@me.com
Reference Address #3

Agree to a background check ☒

Owner Romaine Pacheco

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Notes & Attachments**OA_Resume.docx**

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Olivia's Bio.docx

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Description
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CONTACT

(303) 728-4970
oc646@hotmail.com
Olivia Almaguer

EDUCATION

Masters of Public Administrative
Colorado Christian University

Masters in Counseling
Colorado Christian University

Latino Leadership Institute
Leadership Program
University of Denver

Bachelor of Science in Business
Administration and Psychology
Colorado Christian University –
Lakewood, CO

AWARDS

Dean's List – CCU
Honors Scholar – CCU
Student Award – CCU

LANGUAGES

Spanish

SKILLS & STRENGTHS

Microsoft Expert
Profit and Loss
Account Analysis
Financial Statements
Counseling Coach
Communications
Public Relations
Strategic Planning
Public Speaking
Leadership
Community Oriented
Loyal and Accountable

REFERENCES

Jessica Calderon
Social Caseworker Manager - DHS
Jessica.calderon@denvergov.org
720-290-3469

Roberto Montoya
Latino Leadership Institute
Roberto.montoya@proximitygroup.com
720-427-8902

Victoria Aguilar
Wage Theft – Centro Humanitario
Victoria.aguilar@denvergov.org
720-391-9407

Olivia Almaguer

SUMMARY

As a skilled and determined person, it is my objective to obtain a full-time position that will build my expertise to further advance my career. I am bilingual in Spanish and English. I am hardworking, passionate about working collaboratively, and effectively, and confident that I can achieve any goal set before me.

EMPLOYMENT

- ◆ Labor Compliance Analyst, *Office of the Auditor* 05/21-04/22
- ◆ Outreach Case Coordinator, *Denver Police Department* 08/20-05/21
- ◆ Research/Data Collection, *City Councilwoman, Jamie Torres* 10/19-03/20
- ◆ Business Consultant, *APEX Business Consulting* 08/2019-03/20
- ◆ Bilingual Counselor, *70 West Counseling* 04/2018-12/2019
- ◆ Social Caseworker, *Denver Human Services* 11/2018-09/2019
- ◆ Research Accountant Specialist, *Colorado School of Mines* 05/2016-11/2018
- ◆ Mental Health Counselor, *Mile High Behavioral Health* 12/2016-01/2018
- ◆ Clinical Research Coordinator, *UCH, Cancer Center* 07/2012-04/2016

EXPERIENCE

Administrative

Proficient in Microsoft. Manage calendars, meetings, and scheduling while having a 'can-do' attitude and influencing policy. Strong communication skills, leadership, and social intelligence along with excellent customer service skills. Strong problem solver, skilled negotiator, detailed oriented, and a team player. Can speak, read, and write fluently in Spanish. Experience in professional management by coordinating programs and keeping up with operational functions.

Finance

Managed contracts, and budgets, reported unencumbered balances and identified revenue/expenditures per project. Cost-share reporting, grant writing, GL, JE's, time and efforts, and closeout grant reviews. Developed, maintained, analyzed data, and extracted data from the company database and also brainstormed financial strategies. Ensured compliance with GAAP and recordkeeping/tracked. Prepared financial analyses for contract negotiations and product investment decisions. Research market trends and use the information to stimulate business and revenue growth. I developed comprehensive reports, abstracts, and charts to present data and guide strategies. Reviews and authorizes payment requests according to the contractual terms and applicable rules and regulations withholds voucher payments until the contractor complies and may initiate legal actions. As an auditor analyst, my duty was to maintain legal and regulatory compliance by researching, analyzing, and communicating regulatory requirements and obtaining the appropriate approvals

Communication, Public Relations & Outreach

Campaign development, media, and social relations, and strategic planning. Developed event advertisement and promotional planning. Coordinated events for social awareness to the community and activists. Advocacy and organizing efforts toward justice, immigration, and human rights. Marketing communication and coordinating events include evaluating results. The goal is to determine the current state of business and the desired future state of the business-by-business management, business development, contract negotiation, and succession planning. Working with families and individuals facing acute and long-term challenges may need services from more than one community agency. The goals are to work together to ensure families and individuals are safe, healthy, and can thrive. The comprehensive psychosocial services via high and low intensity supports increase functioning in society and decrease reliance on emergency services. Overall, serve our community and make a difference.

Olivia Almaguer

Spanish Translator

Translates interprets and provides various immigration services ranging from applying for citizenship and wage theft advocacy. Committed to connecting the tangible work of supporting individuals for movement building for social change.

Mental Health

Spanish counseling experience, clinical evaluation, referrals, client education, mental health disorders, and case management. Addiction therapy, crisis intervention, group counseling, coaching, and knowledge of different treatment methods. Conduct assessment and develop and implement plans that will provide a variety of social services and referrals to meet social, behavioral, medical, and psychological needs.

VOLUNTEER

- ◆ **Chair & Board Member – Community Representation, *Denver Women’s Commission for the City and County of Denver* 2021 - Present**
The active participation of community members in collaborative decision-making and policy influencing effort is a critical component of both our past and future. Simply put, civic engagement is a cornerstone of our democracy. As part of the commission, I am also involved in the Housing committee, Colorism committee, Marketing committee, Community Engagement, and Events committee, and I am the Marketing and Communication for social media.
- ◆ **Community Member – *Latinas Give* 2021 - Present**
Organized philanthropy invests in the community and giving circles to increase the impact of making a difference.
- ◆ **Civil Rights Advocate – *Wage Theft - DAT, Centro Humanitario* 2016 – Present**
Work with the immigration & refugee population, advocate in legal labor law rights, testify in court, coach team & consultant for new cases.
- ◆ **Spanish Translation – *Bartlit Beck Herman Palenchar* 2018 - Present**
Translate legal affidavits from English to Spanish, assisting with DACA and all types of applications to help change immigration status.
- ◆ **Board of Directors – *Human Trafficking, Paladin Rescue Alliance* 2017 – 2019**
Financial Analyze, strategic planning

Olivia Almaguer



Olivia is Chair and Civil Rights Advocate for Wage Theft through El Centro Humanitario, a collective effort to end the wage exploitation of low-wage, temporary and casual workers in Colorado. El Centro has helped recover tens of thousands of dollars for vulnerable workers, through her work and alliance with other volunteers. Olivia advocates for organizing, trains, supervises, and recruits volunteers as well as participates to represent workers.

Additionally, she works with the University of Denver professors in social science research and law students. She works with attorneys on immigration cases by translating and writing affidavits. Olivia is a mayoral-appointee community representative to serve as a board member and Chair on the Denver Women's Commission, in collaborative decision-making and policy influencing efforts, she is a civic engagement in the cornerstone of our Denver democracy.

Olivia also serves in the LatinasGive a giving circle, working with civic,

neighborhood, business, and philanthropic leaders to pursue collective actions. Olivia has a passion to serve fearfully in championing diversity to make a difference in the community. She interprets in Spanish and provides a variety of immigration services ranging from applying for citizenship and wage theft advocacy.

She is a cultural worker, community server, and non-profit leader. Her career is centered on social change, equity, justice and focused on equal opportunities for the unrepresented through community outreach and resource allocation.

Olivia Almaguer is an expert professional in accounting with over 10 years of experience. Olivia also has experience in technical accounting by working on complex data sets.

As an effective manager, Olivia has focused on developing strategies for success in daily operations, planning, and evaluation. Her strength lies in motivating her team to be performance-driven through training assistance and leadership development. She has a strong commitment to high ethical and professional standards and flexibility in devising proactive responses to changes.

Olivia is a professional with a Bachelor's degree in Business Administration with an emphasis in Psychology from Colorado Christian University. Olivia graduated with a Latino Leadership program for the University of Denver in the Latino Leadership Institute. She is currently enrolled in the Masters in Public Administration program at Colorado Christian University.

Olivia is energetic and dependable. She has overcome extraordinary circumstances with grace, strength, and faith. She has been a fierce defender of community injustices and uses her Spanish language knowledge to give back to the Latino community.