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**CUICATL G. MONTOYA (KWEEKA)**

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**CAREER**

Passionate, motivated senior level professional engaged in community-based organizations that provides peer support and programming to individuals experiencing life challenges.

**PROFESSIONAL SKILLS**

- **PROGRAM DEVELOPMENT:** Researched, developed, identified funding sources within Colorado organizations to provide financial resources for Colorado Village Collaborative and its Safe Outdoor Space Program, and its efforts to expand and grow a groundbreaking alternative individualized sheltering program for folks experiencing unsheltered homelessness. Developed strategies for organizing, facilitating and implementing multi-agency collaboratives to provide services, connections and resources within the community to achieve positive outcomes across wellness, health and housing. Developed and implemented a Peer Support Program within Colorado Village Collaborative's two direct service, alternative sheltering programs.
- **MANAGEMENT SKILLS:** Provided management of site staff to ensure daily operations are achieved successfully - currently 30 employees, including senior manager, managers, coordinators, assistants and peer support professionals. Oversee grants administration required by contracts including evaluation, grant reporting, and budgets. Implemented staff satisfaction survey to ensure the operation staff are receiving complementary supervision while supporting the individuals experiencing life challenges. Implemented periodic review of policies and procedures of all operations manuals to continually improve program delivery and site operations.
- **EXECUTIVE LEVEL SUPPORT SKILLS:** Over three decades of administrative skills in a high-paced, time sensitive environment. Provided executive and administrative support within an organization with both business and personal tasks, including travel arrangements and calendar management. Database management and reporting tasks, including financial analyses. Wealth of knowledge about government programs and resources within the community.
- **EXCEPTIONAL COMMUNICATION SKILLS:** Ability to communicate fluidly with customers/clients, establish needs and provide results to their unique needs. Skilled at being liaison between departments within a company and also between organizations. Trained in trauma-informed practices, strengths-based approach and motivational interviewing communication styles. Facilitation of wellness workshops, job readiness and work ethic classes.
- **ORGANIZED AND MOTIVATED:** Skilled in maintaining order amidst chaos and ever-changing challenges. Able to seamlessly multi-task long and short-term priorities to generate desired results.
- **INDEPENDENT AND TEAM PLAYER:** Enjoys collaborating with colleagues, clients, and customers, as well as completing tasks independently. Eager to motivate and inspire others to deliver their best.
- **ADAPTABLE TO NEW TECHNOLOGY:** Proficient in Microsoft Office®, including Word, Excel, Publisher and PowerPoint, and operate all major office equipment. Proficient with web-based technology, including Google Drive

**PROFESSIONAL EXPERIENCE**

2020-Current Colorado Village Collaborative ~ Safe Outdoor Space Program Director, ~ Jul.2021-Current, Expanded the Safe Outdoor Space program in Denver from one site to three sites by the end of 2021, with a fourth site planned for early 2022. Hired and trained additional site staff, totaling 3 managers, 21 staff. Managed subcontractor with operations for the second site. Managed grant reporting and completed budget advisement for city contracts.

Colorado Village Collaborative ~ Outreach and Wellness Manager ~ Dec 2020-Jul 2021

Co-wrote a grant to include peer support in the Tiny Home Villages. Hired peer support staff. Implemented program as outlined in the grant. Managed contract with partners delivering services on-site between three different sites and for two different programs. Managed budget, program outcomes and grant reporting for both programs.

Colorado Village Collaborative ~ Safe Outdoor Space Manager ~ Denver, CO- Jun 2020-Dec 2020  
Developed and finalized operation plan, including policies and procedures. Established multiple partnerships with other community organizations as part of the outreach service plan. Coordinated the introduction of racial equity and inclusion framework into the site selection and training. Throughout our partner collaboration. Preparation of on-site management duties and supervision of a small team of site coordinators and assistants.

2019-2020 Work Options for Women ~ Lead Employment Specialist ~ Denver, CO

Provide case management to students in a job training program for people experiencing life challenges while providing holistic support throughout the program. Resource navigation for employment support, housing, substance mis-use. Grant reporting for multiple grants.

2017-2019 Denver Public Library ~ Peer Navigator ~ Denver, CO

Provide drop-in hours and resource connection help for people experiencing life challenges in the Community Resource department. Developed and implemented branch-wide support structure to expand services.

2016 Illegal Pete's Colfax ~ Front Line Worker ~ Denver, CO

Daily interaction with guests and working within a team in a fast-paced service industry.

2009-2011 DRC Investments ~ Director of Business Operations ~ Aurora, CO

Managed the daily business of small residential real estate company, including listing homes, contract preparation and transaction management.

2008-2009 Inverness Properties ~ Leasing Specialist ~ Englewood, CO

Leasing specialist for a commercial office space leasing team. Prepared letters of intent, lease negotiations, property tours and financial analyses for commercial office leases.

2000-2007 Staubach Company & CB Richard Ellis ~ Client Services Team Lead ~ Denver, CO

Team lead for a team of commercial real estate brokers specializing in tenant representation. Prepared letters of intent, lease negotiations, property tours and financial analyses for commercial office leases.

## **EDUCATION AND CREDENTIALS**

Current Enrollment, Fall 2020 ~ Associate of Applied Science Transfer Degree ~ Community College of Denver  
Colorado Peer and Family Specialist Credential, 2020-Current ~ Colorado Providers Association  
Real Estate License, 2004-2009 ~ Department of Regulatory Agencies ~ State of Colorado  
High School Diploma ~ John F. Kennedy High School ~ Denver, CO

## **ACTIVITIES AND INTERESTS**

Strategic Advisor, City and County of Denver, Department of Housing and Stability, City Council appointee

- o Assisted in the development of the One Year recovery plan
- o Assisted in the development of the Five-Year Strategic plan

Board Secretary, Colorado Coalition for the Homeless

- o Nominated to Board Secretary in February of 2020
- o Voted in April of 2019 and participates on the Programming subcommittee

Guest Lecturer, University of Denver, 2018-2019

- Intersections of Mental Health, Substance Use, and Trauma for the Master Social Work program
- Balancing Books and Social Issues for the Master Librarianship program
- Mental Health and Drug Policy for the Master Social Work program

Chair, Housing People Experiencing Homelessness Advisory Committee for the City of Denver

This committee counsels the city on best practices, strategies, and innovations for housing those experiencing homelessness. This committee was retired as the new Department of Housing and Stability was formed.

Member, Leadership Committee for the Collective Impact for the City of Denver

The Collective Impact Group began in 2017 to address opioids in the City & County of Denver. Since then, a Leadership Committee (LCC) was established to develop a strategic plan and inform the Mayor's Office on current barriers and opportunities as they relate to the current opioid landscape. This group created a strategic plan, released in summer 2018, with the understanding that the scope must be broad enough to address substances other than opioids.

Chair, Lived Experience Insight Action Team, Collective Impact for the City of Denver

This group is moving into implementation of the strategic plan by setting up the following Action Teams: Education & Prevention, Treatment on Demand, Medication Safety & Alternatives to Opioids (ALTOs) and Lived Experience Insight

5281 STAR Award, City and County of Denver (2019) in the category of Respect for self and others.

### PROFESSIONAL REFERENCES

[REDACTED]