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BAC-4172

Board Name	Denver Latino Commission	Status	In Process
Salutation	Ms.	Type	Appointment
First Name	Melissa	Preferred Email	mshello9@gmail.com
Last Name	Shelton	Other Email	
Contact Name	Melissa Shelton	Preferred Phone	3039467159
Middle Name		Other Phone	
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	13123 E 16th Ave, B450	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	Female
If so, what county?	Denver	Other Gender	
Denver City Council District No	7	Race/Ethnicity	Hispanic
Occupation/Employer	Children's Hospital Colorado	Other Ethnicity	
		Objection to appointment?	No
Special Information			

Reference Details

Reference Name #1	Michelle Lucero	Reference Email #1	michelle.lucero@childrenscolorado.org
Reference Phone #1	7204804692		
Reference Name #2	Patty Henry	Reference Email #2	alpineflower@gmail.com
Reference Phone #2	3035478831		
Reference Name #3	Kayla Brewer	Reference Email #3	kbferguson83@gmail.com
Reference Phone #3	3128690606		
Owner	Denver Integration	Created By	Denver Integration, 9/4/2018 12:19 PM
		Last Modified By	Denver Integration, 9/4/2018 12:19 PM

M/S

MELISSA SHELTON

COMPLIANCE AND BUSINESS ETHICS



303.946.7159



Mshelto9@gmail.com



Denver, Colorado



[Linkedin.com/in/melissa-shelton-b980a261/](https://www.linkedin.com/in/melissa-shelton-b980a261/)

SKILLS

- Attention to Detail
- Team Leadership
- Negotiation
- Accountability
- Risk Assessment
- Education
- Business Systems
- Public Speaking
- Resource Management
- Improving Efficiency
- Project Planning

EDUCATION

Bachelor of Science
Biology
William Carey University

**Certified in Healthcare
Compliance (CHC)**
Health Care Compliance
Association HCCA

PROFESSIONAL PROFILE

A highly motivated, detail-oriented, and professional health care administrator with many years of diverse experience in healthcare and non-profit sectors. Expertise in analysis and resolution of regulatory issues. Focuses on prevention and detection of company risks and identification of systemic solutions to mitigate risk; emphasis on comprehensive compliance and privacy programs. Conducts in-depth investigations of hotline allegations, about privacy, billing, and fraud. Establishes policies and procedures on privacy, security, and conflict of interest.

EXPERIENCE

Compliance Specialist

Children's Hospital Colorado / Aurora, CO / December, 2014 - Present

Provide consultative expertise and administer Children's Hospital Colorado Compliance and Business Ethics Program to affirm the commitment of the Hospital to abide by all Federal and State laws, regulations, and rules governing its operation, and to conduct business at all times in a manner that is consistent with the highest professional standards for honesty and integrity.

- Research, analyze, and evaluate changes in applicable statutes, rules, regulations, and other compliance standards via relevant government websites, compliance associations, and industry publications including COP's from The Joint Commission, CMS, and CDPHE.
- Communicate compliance requirement updates and developments through web-based educational materials, newsletters, email and other means as appropriate.
- Responsible as the primary contact and resource for hospital licensing through CDPHE, enrollment and revalidation of government funding programs through CMS (Medicaid and Medicare) and HCPF (Healthcare Policy and Financing), as well as maintain licensure and waivers for all Hospital locations.
- Develop training materials, identifies target audiences and delivers education and training to foster awareness and understanding of and promotes adherence to compliance requirements.
- Respond to requests for guidance on compliance requirements including the internal process for conflict-of-interest reporting, analysis, and management and document retention and destruction policies.
- Develop and maintain tracking systems for various types of documentation related to compliance with relevant privacy and electronic standards promulgated under the Health Insurance Portability and Accountability Act (HIPAA) and Colorado electronic data security laws, such as HIPAA Business Associate Agreements (BAAs) and Data Use Agreements (DUAs).
- Assist with development, implementation, and coordination of other Compliance and Business Ethics initiatives (e.g., Clinical Contract coordination, EMTALA, Conflicts of Interest, Stark Law, Anti-Kickback Statute).
- Conduct and assist with internal audits as needed.

M|S

MELISSA SHELTON

COMPLIANCE AND BUSINESS ETHICS

TECHNICAL SKILLS

- Microsoft Office Suite
- Adobe
- Raisers Edge
- PeopleSoft
- SharePoint
- WordPress / WIX
- Proficient Spanish

PERSONAL SKILLS

- Adaptability
- Motivation
- Organizational
- Creativity
- Productive

EXTRA

Registered Yoga Teacher (RYT)
Yoga Instructor / Multi Style Yoga International

Urban Leader Fellowship (ULF)
Fellowship partnering with organizations and elected officials to empower and create real and lasting change in the community through policy and legislation

Volunteer Experience
Board Member and Chair / Young Professionals Chapter, Children's Hospital Colorado

EXPERIENCE continued

Program Coordinator Quality Assurance/Regulatory Affairs
Medicines 360 / San Francisco, CA / December 2012 - October 2013

Ensure the mission of Medicines360, to expand access to high quality medicines for all women regardless of their socioeconomic status, insurance or geographic location, by closing critical gaps in processes and maintaining Regulatory Affairs compliance of promotional submissions through tracking and monitoring.

- Manage the collection of resources, key articles, and proposal documentation library; related to grant funding, government submissions and private donations.
- Build and maintain community partnerships with business owners and individuals to secure funding and donations.
- Review, revise, and approve clinical and regulatory SOPs.
- Manage regulatory submissions and communications.

Program Coordinator
Children's Hospital Colorado / Aurora, CO / September 2010 - December 2012

Responsible for high level administrative and customer service support for patients, families, internal team members and providers. Create presentations and flyers as prescribed; and provide logistical support for events from start to finish.

- Organize and plan multiple annual conferences and children's camps per year.
- Organize, execute and follow-up on daily workflows, daily business operations and patient interactions, both independently and in conjunction with other team members.
- Set team priorities and manage day-to-day work flow within overall guidelines. Influence operational priorities within the department and cross-functional work teams.

REFERENCES

Michelle Lucero
Chief Administrative Officer, General Counsel & Chief Flash Mob Officer
Children's Hospital Colorado
720.777.2496

michelle.lucero@childrenscolorado.org

Patty Henry
Founder and Curator of Happiness
The Freyja Project
303.547.8831
patty@thefreyjaproject.com



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BAC-3743

Board Name	Denver Latino Commission	Status	In Process
Salutation	Ms.	Type	Appointment
First Name	Christine	Preferred Email	alonzochristine3@gmail.com
Last Name	Alonzo	Other Email	alonzochristine3@gmail.com
Contact Name	Christine Alonzo	Preferred Phone	7206751484
Middle Name		Other Phone	303-588-6655
MMAC Trans. Mode Group			
Other boards or commissions served			

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	11	Race/Ethnicity	Hispanic
Occupation/Employer	SEIU Local 105	Other Ethnicity	
		Objection to appointment?	
		Special Information	

Reference Details

Reference Name #1	Polly Baca	Reference Email #1	pollybaca@gmail.com
Reference Phone #1	720-373-4213		
Reference Name #2	Ramona Martinez	Reference Email #2	ramonamartinez@yahoo.com
Reference Phone #2	303-880-0883		
Reference Name #3	Sondra Young	Reference Email #3	skkye07@gmail.com
Reference Phone #3	720-350-9292		
Owner	Denver Integration	Created By	Denver Integration, 5/8/2018 5:33 PM
		Last Modified By	Denver Integration, 5/8/2018 5:33 PM

CHRISTINE ALONZO

[REDACTED]
[REDACTED]
[REDACTED]
Alonzochristine3@gmail.com

Work Experience:

SEIU Local 105

January 2017 to current

Property Services Director:

- Supervise Organizers
- Train newly hired labor staff
- Contract Negotiations
- Mediation/ Grievance procedure
- Schedule and conduct Ratification vote

Colorado Latino Leadership Advocacy Research Org

March 2014 to January 2017

- Executive Director:
- Manage the day to day of the organization
- Manage staff of 4
- Develop Curriculum for programming'
- Fundraise/ Grant Writing
- Manage the Board of Directors
- Testify at the Capitol on Issues that affect the Latino Community
- Research/ Data analysis

American federation of Teachers

September 2013 until March 2014

- Organizer:
- Maintain current union membership
- Campaign
- Negotiations
- Service Current membership

Pueblo Human Relations Commission

March 2013 until September 2013

Executive Director:

- . Community advocacy
- . Mediation
- . Tenant landlord dispute mediation
- . Police community dispute resolution and mediation
- . conduct community educational town hall/stakeholder meetings

Coloradans for the Alternative to the Death Penalty

March 2012 until March 2013

Organizer:

. Garner support from faith-based organizations and community organizations in the repeal of the Death Penalty through education.

AFSCME Council 76

August 2010 until April 2011

Assistant Director:

- Filed grievances
- Testified at unemployment hearings
- Serviced the membership
- Contract negotiations
- Organizing
- Campaigning

United Food and Commercial Workers Union, Local 7

June 2004 until April 2010

Union Representatives:

- Filed grievance
- Testified at unemployment hearings
- Attended and prepared arbitrations
- Communicating with members
- Serviced the membership
- Maintain contract agreements
- Record keeping

Director:

- Supervised Union Representatives
- Trained newly hired labor staff
- Union Representative Training
- Parliamentary Procedure
- Scheduled and conducted membership meetings
- Contract Negotiations

Organizer:

- Organizing
 - Colorado Premium
 - Albertson's Local 831
- Phone banking
- Home calls
- Identifying key members
- Canvassing
- Meeting Coordination
- Developing flyers

Political Campaigning:

- Educating the public
- Canvassing
- Collected signatures for petitions
- Registered voters
- Organizing for Obama around the country

Albertson's, Safeway, Cub Foods, Furr's Food Emporium
June 1987 until June 2004

Store Employee:

- Customer Service Manager
- Meat Department Wrapper
- Seafood Manager
- Deli Clerk
- Cashier

Organizations

United States Civil Rights Commission 2016 to current

CLLARO Board Member 2013 to 2014

Labor Council for Latin American Advancement (LCLAA) - Vice President
2007 to 2011

LULAC Council 3043- President 2012 to 2013

Colorado Juvenile Defender Coalition – Steering Committee – July 2011 to

United Food and Commercial Workers Union, Local 7 – Health & Welfare Trustee August 2009 to
December 2009

Skills

- Bilingual
- Communication
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Customer Service & Relations
- Organized
- Interpersonal
- General Accounting
- Mediation
- Contract Negotiations
- Research/Data Analysis

REFERENCES

Polly Baca 720-373-4213

Ramona Martinez 303-880-0883

Alfonso Trujillo 720-822-3459

Mannie Rodriguez 303-919-7231



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BAC-4132

Board Name	Denver Latino Commission	Status	In Process
Salutation	Mr.	Type	Appointment
First Name	Victor	Preferred Email	victor.vialpando-nunez@ccaaurora.edu
Last Name	Vialpando-Nunez	Other Email	victor.vialpando@comcast.net
Contact Name	Victor Vialpando-Nunez	Preferred Phone	3039478999
Middle Name		Other Phone	3033407243
MMAC Trans. Mode Group			
Other boards or commissions served			

Work and Home Address

Work Address	710 Alton Way	Home Address	[REDACTED]
Work City	Denver	Home City	[REDACTED]
Work State	CO	Home State	[REDACTED]
Work Zip	80230	Home Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Gender	Male
If so, what county?	Denver	Other Gender	
Denver City Council District No	2	Race/Ethnicity	Hispanic
Occupation/Employer	Higher Education/CCA	Other Ethnicity	
		Objection to appointment?	No
		Special Information	

Reference Details

Reference Name #1	Janel Highfill	Reference Email #1	janel.highfill@ccaaurora.edu
Reference Phone #1	3033407064		
Reference Name #2	Tony Garcia	Reference Email #2	tony@suteatro.org
Reference Phone #2	3032960219		
Reference Name #3	Trica Johnson	Reference Email #3	tricia.johnson@ccaaurora.edu
Reference Phone #3	3033604735		
Owner	Denver Integration	Created By	Denver Integration, 8/21/2018 2:44 PM
		Last Modified By	Denver Integration, 8/21/2018 2:44 PM

Victor H Vialpando

Phone: 303-947-8999 | Email: victor.vialpando@comcast.net

Diversity Statement

I have a long standing professional and personal commitment to equity, diversity and inclusion. My life experiences have provided me with first-hand knowledge of the struggles and triumphs related to the color of my skin and cultural background. As a Latino, I have fully embraced my culture, language and customs, which has created both hurdles and opportunities. However, navigating the academy has proven a challenge as both a student perusing my education and as a professional. Fellow students and colleagues often questions my ability, knowledge and citizenship on nothing more than the color of my skin. As an eager college student, the lack of confidence in my ability by the academy is what motivated to succeed. Now as a professional, my commitment to diversity is essential to my understanding of others along with removing barriers, making systemic change and helping those who most need the assistance.

I define diversity to include several characteristics such as race or ethnicity, socio-economic status, disability, religion, geographic origin, gender, sexual orientation, age, beliefs and ideas. A diverse student body enriches the college experience by providing a variety of points of view, perspectives, research, teaching and the acquisition of new knowledge. As a college administrator, I encouraged students, faculty and staff to ponder the roles they might play in the alleviation of inequities that continue to shape our world.

Overall, my philosophy on diversity is two-fold. First, it is important to watch, listen, and learn: these three actions ultimately lead to respect and understanding. Second, it is important for me to leverage my success to help and give back to my community. The success that I have experienced is directly correlated to the people who supported me in my education and professional life. The decisions I make have lasting effects on me and those around me. It is my desire to help those succeed where so many countless others failed, which defines my character and the attributes I bring to my personal and professional life.

My philosophical approach is centered around my lived experiences and intersection of my multiple identities as a Xicano, gay, cisgender male professional in higher education. It is my commitment to equity, diversity and inclusion that has shaped my philosophy and implementation of an inclusive leadership style. Thus, I strive to ensure that I create an environment that:

1. provides an opportunity for all to participate in the learning process and co-constructs knowledge;
2. conceptualizes social justice beyond the traditional framework of racial equity to develop engaged activism; and
3. fosters creativity, innovation and collaboration.

Victor H. Vialpando-Nuñez

Home - 303.238.2896

Cell – 303.947.8999

Email: victor.vialpando@comcast.net

EDUCATION

Ph.D. - Higher Education and Student Affairs Leadership
University of Northern Colorado

Expected 2019

Masters of Business Administration – Entrepreneurship Emphasis
University of Colorado

Bachelors of Science, Civil Engineering - Minor in Mathematics
University of Colorado

PROFESSIONAL EXPERIENCE

Dean of Academic Affairs, Community College of Aurora

9/09 – present

Provide executive leadership and vision for a 2,000 FTE urban community college School of Professional Studies and Sciences composed of the Allied Health, Business, Colorado Film School, Computers and Digital Technologies, Criminal Justices Program, Diesel Power Mechanics, Emergency Medical Services, Fire Science, Mathematics, Police Academy, Paralegal, and Science departments.

Responsibilities

- Responsible for the leadership, vision, administrative oversight and strategic planning for the School of Professional Studies and Sciences.
- Manage the day-to-day School operations, provide oversight of the fiscal, physical and personnel resources with an annual budget of over \$8.5M.
- Lead and assist 8 department chairs/directors with academic planning, enrollment management, curriculum, planning and development of new courses/programs, alternative delivery methods/modalities and application of new technologies.
- Oversee and manage development, maintenance, assessment, continuous quality improvement, and accreditation of all academic programs reporting to the School of Professional Studies and Sciences including scholarly and instructional support for all faculty and staff.
- Interview, hire, train and supervise faculty, exempt and non-exempt employees in accordance with institutional policies, procedures, and EEOC guidelines including, but not limited to, evaluations, disciplinary and corrective actions and work directives.
- Foster collaborative working relationships with both internal and external constituencies to communicate and coordinate strategies that support instructional goals.
- Explore and develop new program opportunities to meet industry and community needs.
- Provide leadership in academic long-range planning and employ effective enrollment management and retention strategies.
- Apply for and secure grants and funding for continued School expansion and growth.
- Respond appropriately to student and staff concerns.
- Oversee and manage the career and technical education (CTE) oversight related to the Carl's Perkins Grant, Program Approval and other related CTE requirements for the college.
- Work collaboratively with faculty and staff to establish and strengthen a positive learning environment.
- Model an appreciation for and commitment to diversity by supporting an environment that values equity, diversity and inclusivity including facilitating Equity Champion professional development trainings.
- Promote teamwork, facilitate communication, and coordinate activities with internal and external stakeholders.
- Provide leadership in curriculum design, program review, course quality assurance and assessment of student learning.
- Participate in community relations and collaborations for CTE program development.
- Serves on College committees including Deans Council, CCA Cabinet and various other internal and external committees.

Accomplishments

- Communication, Strategic Planning and Budgeting
 - *Academic Master Plan*: Led the academic affairs strategic planning process that linked key college, system and state performance matrices with degree, certificate and department goals and outcomes. Created a highly participative process that created a shared understanding and ownership of the academic master plan.
 - *Academic Program Review*: Developed and implemented a comprehensive program review process that assessed, evaluated and modified program, degree, certificate and course offerings based on the academic master plan, College mission and vision, current curricular conditions, emerging disciplinary trends, industry demand and other internal and external conditions that affect program sustainability.
 - *Academic Program Restructuring & Visioning*
 - Restructured the both the Business Department and Computer & Digital Technology department curriculum to align with industry demand, 4-year transfer outcomes and embedded certificated within associate degrees. Realigned and/or eliminated outdated degrees and certificates to better meet student and industry demand.
 - Restructured the SPSS Dean's Office to include advisors, achievement coaches, associate deans and support staff to better meet the needs of the academic departments the office supports.
 - Restructured and acquired the programs within the School of Health and Public Safety to create one cohesive School of Professional Studies and Sciences.
 - *Academic Affairs (Academic Intelligence)*: Developed a highly customizable web-based database application that enables departments to 1) gain insights, track and measure student success through key indicators, 2) understand the relationship between certain demographic characteristics (age, gender, ethnicity, Pell eligibility, high school) and students' achievement status, 3) observe retention trends at the both a macro (school) and micro (department) level and 4) analyze course enrollment trends at the across all academic departments.
- Student Success
 - *Guided Pathways Model*: Developed and implemented a comprehensive guided pathways model that provides streamline academic course maps, advising, orientation and support services.
 - *Program Based Coaching Model*: Developed and implemented the College's first achievement coach model focused on student success, persistence, retention and completion. The model is based recent literature and research associated with Complete College America (CCA) and Bill and Melinda Gate Foundation's Completion Agenda.
 - *Hispanic Serving Institution (HSI)*: Developed the institution's HSI strategic plan that addresses, recruitment, persistence, retention and completion of the Hispanic students and staff at the college. Served as the inaugural co-chair.
- New Program & Curriculum Development Implementation
 - A.A.S Diesel Power Mechanics
 - Healthcare Customer Support and Navigation Specialist
 - Entrepreneurship Launch and Entrepreneurship Studies Certificate
 - Cyber Security Certificate
 - Construction Superintendent and Construction Estimating Certificate
 - Competency Based Education (CBE) Certificate in IT Help Desk and Support
- Major Grants
 - \$3,969,442 US Department of Labor Grant focused on providing low skilled, low income Aurora and Denver residents formal training to obtain jobs in high demand, high growth H-1B career pathways in healthcare, information technology, and advanced manufacturing. (July 2016 - December 2020)
 - \$1M Gary Community Investment Grant focused on building quality child care options in targeted communities through FFN training, employer engagement and support of regional partnerships with the goal of creating systemic change statewide (September 2016 to December 2020).
 - \$86,817 National Science Foundation Grant focused on building the pipeline for students seeking Science, Technology, Engineering, Mathematics (STEM) degrees (July 2016 - December 2017)
 - \$570,000 National Science Foundation S-STEM Grant focused increasing the pipeline of first generation, low-income, women and minority students pursuing a Science, Technology, Engineering, Mathematics (STEM) degree (July 2015 – June 2020).

- \$20,000 Xcel Foundation Grant focused on supporting the success, retention, persistence and completion of Science, Technology, Engineering, Mathematics (STEM) degree seeking students at the Community College of Aurora (awarded annually).
- \$30,000 Colorado Space Grant Consortium Grant to support student scholarship and experiments for students enrolled in Engineering 151: Experimental Design course. (awarded annually).
- \$42,729 Access in Mathematics for All National Science Foundation Grant, a collaboration between the University of Denver Math Department and the Community College of Aurora Math Department designed to improve access and opportunities for underrepresented minorities and students living in poverty by developing a sustainable pipeline of math teachers in our K-12 schools (September 2014 – August 31, 2016).
- \$199,333 Immersive Learning Grant: Colorado Virtual Studio grant provided funding for the creation of original plug and play modular virtual economy adaptable to a variety of creative, technical and entrepreneurial programs in the Colorado Film School (August 2012 – June 2014).
- \$99,998 Immersive Learning Grant: Checking In: Business Behind the Scenes grant created a multi-level business simulation competition for students enrolled in the Introduction to Business course at the Community College of Aurora (January 2013 – June 2014).
- \$99,704 Immersive Learning Grant: The Apprentice projected created an immersive learning cross departmental/discipline competition similar to reality show, *The Apprentice and Shark Tank* (August 2012 – July 2013).

Program Director, Colorado Mathematics, Engineering, Science, Achievement (MESA)

1/07 – 8/09

Responsible for oversight of a statewide hands-on science, technology, engineering, mathematics (STEM) after school program for under-represented K-12 students.

- Organize, implement and manage the daily operations of the Colorado MESA after-school STEM program.
- Provide fiscal oversight on a \$500K dollar budget including writing, monitoring and reporting on numerous grant funds.
- Supervise two MESA Center Directors, Outreach Coordinator, Accountant, two work study employees and numerous contract employees and university mentors.
- Develop and maintain working relationships with teachers, principals, district administrators, universities/colleges administrators, industry and business partners statewide.
- Work with the Board of Directors and Executive Director to create and implement the organization strategic plan and annual budget.
- Policy development and review of statewide programs involving student retention, access and diversity initiatives.
- Create, update and distribute collateral materials related to the organization, including press releases, monthly newsletters, brochures and the website.
- Write and update existing standards-based curriculum for distribution to all MESA programs statewide.
- Oversee program evaluation and assessment for over 160 programs and 3500 students.
- Plan and execute 5 statewide events, including a two-day professional development training for teachers and school administrators and an annual awards banquet/organization fundraiser.

Contract Employee – Grant Manager, Habitat for Humanity of Colorado

3/06 – 12/06

Responsible for grant management including coordinating grant disbursement, reporting to grantors and financial management for a nonprofit organization that works toward eliminating substandard housing in the state of Colorado.

- Implement and manage asset recovery programs, including the Colorado Housing and Finance Authority mortgage purchase program and the Federal Home Loan Bank affiliate home loans.
- Establish and maintain positive and supportive working relationships with 29 Habitat for Humanity affiliates statewide as well as current donors and funders.
- Prepares and assembles all necessary documents for grant applications including writing, editing and preparing financial records required for proposals.
- Recruit and supervise volunteers and interns.
- Webmaster and development coordinator for Habitat affiliate, including collateral material development.
- Maintain accurate and detailed grants tracking and reporting records for all current grants.
- Maintains all internal and grant accounting files, including accounts payable and receivable via Quickbooks.
- Reconciles monthly bank accounts and participates in developing the annual budget and audit documentation.

- Develop and maintain collateral materials such as organizational brochures, pamphlets and promotional items.

Student Enrichment Coordinator, Office of Student Life, University of Colorado

7/02 – 2/06

Responsible for the planning, implementing, managing and evaluating comprehensive student development and co-curricular programs for an urban research university.

Student Life

- Initiate, develop, provide leadership and oversee the Student Laptop Lease Program and Housing Assistance Office, including staff supervision, budget management, IT and \$100,000 fiscal oversight.
- Serve as the primary resource for student housing issues for students, faculty and staff.
- Cultivate and maintain a working relationship with landlords, management companies and individual property owners.
- Provide general academic, financial and personal advising for students.
- Collaborate with various Student Affairs Departments, including the Admissions, Advocacy Center, Advising Center, Career Center, Center for Learning Assistance, Educational Opportunity Programs (EOP), Financial Aid and New Student Orientation.
- Coordinate all marketing campaigns, publications and fiscal management for the department.

Student Activities

- Organize, implement and manage comprehensive co-curricular campus activities, programs, service learning and culturally diverse events to an urban research university community.
- Supervise, manage, evaluate, interview and train 5 student employees.
- Coordinate leadership development training, event planning, \$150,000 budget accountability, diversity and conflict resolution for Office of Student Activities, Student Government and over 80 Student Organizations
- Provide advising, leadership and fundraising training for Student Organizations, including AISES, ASA, SHPE and NSBE.
- Plan, book, negotiate costs, generate contracts, coordinate promotional activities, implement, supervise and evaluate the success of all student activities.

TEACHING/FACULTY EXPERIENCE

Program Director – Colorado Association of Black Professional Engineers & Scientists

7/06 – 7/07

Adjunct Mathematics Instructor, Math Department, University of Colorado

5/04 – 8/09

LEADERSHIP TRAINING

Latino Leadership Institute Fellow

National Community College Hispanic Council Fellow

Colorado Community College Deans' Academy

PROFESSIONAL AFFILIATIONS

- American Association for Community Colleges (AACC)
- National Society of Hispanic MBAs (NSHMBA)
- National Association of Campus Activities (NACA)
- American Society of Civil Engineers (ASCE)
- Society of Hispanic Professional Engineers (SHPE)

COMMUNITY ACTIVITIES

- **Board President, Su Teatro Cultural and Performing Arts Center**
- **Board Member, Latin American Educational Foundation (LAEF) Young Professionals Board**