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## PROFESIONAL WORK EXPERIENCE

### *Alianza Latina Aplicando Soluciones (A.L.A.S.), Milwaukee, WI*

- Executive Director, September 2014—Present
  - ◆ Implemented the mission, policies and procedures of the organization
  - ◆ Supervised the development of all grant and project proposals
  - ◆ Approved all expenditures and provided overall oversight regarding financial management of the organization
  - ◆ Secured all necessary financial resources for the organization
  - ◆ Communicated with federal project officers and other funders
  - ◆ Coordinated and supported all activities associated with the Board of Directors
  - ◆ Hired and supervised all project staff and coordinators
  - ◆ Conducted annual performance reviews
  - ◆ Provided public presentations about the organization and its various projects
  - ◆ Reviewed and approved all printed/published materials disseminated by the organization
- Training Coordinator, April 2014—September 2014
  - ◆ Developed, implemented, and delivered training programs for families and other interested individuals
  - ◆ Developed and maintained continual education support materials to be used as post-training reference
  - ◆ Consulted with consumers to assess training needs and developed programs to match their needs
  - ◆ Continually evaluated training content to monitor and analyze course effectiveness and updated curriculum as needed
  - ◆ Marketed available training opportunities to all potential participants and provided necessary information
  - ◆ Developed and maintained relationships with agencies and organizations serving children and individuals with disabilities and culturally diverse communities as well schools and parent groups

### *Citizens for Inclusive Thinking (C-FIT), Milwaukee, WI*

#### Co-founder and Director, April 2009—Present

- ◆ Planned, organized and facilitated community-led workshops with various stakeholder groups to promote inclusion in all facets of community
- ◆ Helped facilitate several sessions of a college level pediatric occupational therapy class on the topic of inclusion of people with disabilities
- ◆ Helped organize an inclusive summer playground camp
- ◆ Developed, fostered, and maintained positive relationships with school administration, school staff, community members and families in home district/community and beyond
- ◆ Planned, organized and facilitated a parent-led community conversation to promote inclusion efforts in all aspects of community

### *EMDB Services, LLC, May 2004 – Present*

#### ➤ *DBA Comunidad, Milwaukee, WI*

#### Chief Executive Officer, March 2014 —Present

- ◆ Led and oversaw the implementation of the Company's long and short term goals in accordance with its strategy
- ◆ Managed all aspects of the business, including administration, scheduling, finances, sales, and marketing
- ◆ Developed and monitored strategies for ensuring the long term financial viability of the organization
- ◆ Created and maintained company procedures for implementing the company short and long term goals
- ◆ Oversaw designed, and delivered quality of programs and services
- ◆ Collected and analyzed evaluation information that measures the success of the company's program efforts; refined or changed programs in response to that information

#### ➤ *DBA Lil' Angels Photography, Shawnee, KS*

#### Business Owner, May 2004—May 2006

- ◆ Managed all aspects of the business, including administration, scheduling, finances, sales, and marketing
- ◆ Developed a good book of business, built a network of contacts and achieved a reputation of quality and reliability
- ◆ Managed customer expectations and concerns

- ◆ Sought out appropriate photographic subjects and opportunities
- ◆ Created 300-400 product images per week
- ◆ Carried out research and preparation for each shoot
- ◆ Worked in different locations and circumstances to produce high quality images
- ◆ Used an extensive range of technical equipment, including cameras, lenses, lighting and software
- ◆ Communicated with photographic subjects, putting them at ease, encouraging and directing them
- ◆ Trained and supervised photography assistant

*Federal Aviation Administration (FAA), Kansas City, MO*

Hispanic Employment Program Manager, November 2002—May 2005

- ◆ Identified and analyzed potential problems relating to employment and promotion to ensure the elimination of artificial barriers contributing to Hispanic Employment under-representation in the Agency
- ◆ Recommended solutions to eliminate artificial barriers contributing to Hispanic Employment under-representation to the Regional Management Team
- ◆ Initiated actions to improve training, promotions, and other career development opportunities for Hispanic employees in the Agency
- ◆ Developed and maintained statistical data which reflected the trends in the Agency's Hispanic employment program
- ◆ Evaluated employment and promotional procedures as they pertained to Hispanic employment
- ◆ Established and maintained collaborative partnerships with local and regional groups and organizations in order to encourage qualified members of these groups to apply for employment
- ◆ Developed and coordinated educational programs for K-12 schools to promote aviation and other STEM careers among Hispanic students

*Federal Reserve Bank of Kansas City, Kansas City, MO*

Business Consultant, April 2001—November 2002

- ◆ Oversaw the development and planning of the District Information Technology Strategic Plan
- ◆ Coordinated and provided Project Management for Bank-wide projects
- ◆ Consulted with users on strategic planning for their business units
- ◆ Coordinated automation resources and provided project management for development or installation of new products or services for users

*Birch Telecom, Kansas City, MO*

Manager of Business Analysis, January 2000—April 2001

- ◆ Managed a team of Business Analysts acting as systems consultants and liaisons between business units and the IT department
- ◆ Coordinated and managed all business analysis functions and activities across departments within the company
- ◆ Developed and implemented processes and methodology within the Business Analysis Group
- ◆ Provided consulting to ensure that business plans were carried out in an efficient and cost effective manner

*Accenture, Overland Park, KS*

➤ Consultant, September 1999—January 2000

- ◆ Maintained Schedule Analysis process to ensure on time weekly reporting of schedule status
- ◆ Maintained Financial and Metrics tracking and reporting processes to ensure on time monthly submission of program financial performance
- ◆ Managed tracking of Issues, Risks, and Scope Change Requests
- ◆ Delivered status-reporting data
- ◆ Developed improved processes for area of responsibility
- ◆ Developed transition plan

➤ Analyst, June 1997—September 1999

- ◆ Coded and unit tested functional modules
- ◆ Helped to create test conditions, determining how each condition was to be executed in each cycle

- ◆ Analyzed performance problems and recommended solutions
- ◆ Coded solutions and tested modules to verify performance enhancements and functional stability These enhancements covered a range of reports and asynchronous batch modules
- ◆ Tested SQR reports for performance enhancements and subsequently tuned as needed
- ◆ Implemented high-quality specific enhancements to Virtuoso II
- ◆ Created functional and technical designs and produced programs with no unit test errors
- ◆ Delivered high quality modules by implementing assigned tasks while ensuring existing functionality was not impacted

## EDUCATION

Kansas State University, Manhattan, KS  
Master of Business Administration May 1997  
Concentration: Finance

B.S. Industrial Engineering May 1994  
B.S. Physical Science May 1994

## PERTINENT TRAINING & SKILLS

*Nonprofit Center of Milwaukee, Milwaukee, WI*

- ◆ Turning Business Connections into Corporate Partnerships-Planners & Grant Writers Roundtable
- ◆ Everyone Leaves: Cultivating the Next Generation of Leaders
- ◆ Grant Writing Basics
- ◆ Governance Series: The Board-Staff Partnership

*Waisman Center University of Wisconsin-Madison*

- ◆ Parents In Partnership (PIP)

*Wisconsin Statewide Parent Educator Initiative (WSPEI)*

- ◆ Launching Inclusive Efforts Through Community Conversations

*Additional Skills*

- ◆ Fully bilingual (English & Spanish)
- ◆ Basic Knowledge of American Sign Language

## COMMUNITY INVOLVEMENT & LEADERSHIP

WI Board for People with Developmental Disabilities

- ◆ Board member: 7/13 – Present
- Ad Hoc Diversity and Under-Represented Groups Outreach Committee
  - ◆ Committee Chair: 8/15 – Present
- Board Executive Committee
  - ◆ Committee Member: 7/15 – Present

National Society of Hispanic MBAs (NSHMBA)

- ◆ Society Member: 8/14 – Present

State Superintendent's Advisory Council on Special Ed.

- ◆ Council Member: 7/14 – Present

St. Francis Children Center

- ◆ Mother-Daughter Reading Team: 7/12 – 8/13

Inclusive Youth Book Club

- ◆ Advisor: 3/09 – 9/13

North Shore People Network (NSPN)

- ◆ Board Member & Organizer: 9/08 – 9/14

Girl Scouts of Wisconsin Southeast

- ◆ Troop Leader: 9/08 – 9/13

Whitefish Bay Middle School

- ◆ Forensics Judge Coordinator 12/11 – 6/13
- ◆ Team Judge: 12/11 – 6/13

St. Monica Parish of Whitefish Bay

- ◆ Sunday School Teacher: 9/06 – 5/13

Autism Society: Lose-the-Training-Wheels Program

- ◆ Program Volunteer: Summer '09

Wisconsin Statewide Parent Educator Initiative (WSPEI)

- ◆ Parents In Partnership (PIP) Graduate: 4/09

Whitefish Bay School District-Cumberland Elementary

- ◆ Art for Youth Class Facilitator: 9/06 – 5/10

Wisconsin Circles of Life Conference

- ◆ Community Conversation Presentation: 4/11
- ◆ Participant: Years '08, '09, '10, '11, '14

Cathedral of the Immaculate Conception, K.C., MO

- ◆ Marriage Preparation Counselor: 5/00 – 7/05

Children Mercy Hospital, K.C., MO

- ◆ Cleft Palate Clinic Volunteer: 1/01 – 5/06

REFERENCES AVAILABLE UPON REQUEST