

HIGHLIGHTS

- Expertise in innovative outreach/recruitment approaches, and extensive history working with low-income, rural, and traditionally underrepresented communities—primarily Mexican/Chicano, Native American, as well as the refugee/immigrant population.
- Strong grant-writing skills and extensive experience implementing and overseeing grant-funded programs, including submitting interim and final grant reports to funding sources.
- Selected from a pool of over 100 applicants to serve as the sole bilingual civil rights investigator for the entire state of Idaho from 2008 to 2013 at the Idaho Human Rights Commission.
- ASBSU President and Vice President 1992-'93, focusing on the addition of a diversity component to the core curriculum graduation requirement at Boise State University.
- Honored with the President's Award for Outstanding Service to the University at Leadership Quest in 1994, for human rights work.
- First family member to attend and graduate from a four-year university.

PROFESSIONAL EXPERIENCE

Idaho Volunteer Lawyers Program

Bilingual Case Coordinator/Paralegal

July 2015-present
(and March 1994-February 1997)

- Conduct investigative interviews of applicants seeking pro bono legal services for legal issues involving domestic violence and child endangerment.
- Prepare investigative case summaries recommending cases deemed appropriate for lawyer referral.
- Orient volunteers and legal interns in processes and procedures.
- Assist program and legal directors in overall program evaluation and improvement.
- Provide Spanish translation services for attorneys and clients as needed.

Job Corps/Dynamic Educational Systems Incorporated

Bilingual Admissions Counselor

August 2014-March 2015

- Delivered outreach, admissions and counseling services for Job Corps students ages 16-24.
- Provided Job Corps orientation to prospective students and maintained follow-up contact with enrollees to ensure graduation from the program.
- Established and cultivated relationships with schools and various community agencies for outreach purposes to underserved populations including refugees and women.

Idaho Human Rights Commission

Bilingual Civil Rights Investigator

July 2008-July 2013

- Interview potential complainants and draft charges of discrimination on behalf of complaining parties.
- Investigate claims of discrimination in employment, housing, education and public accommodation.
- Compose investigative reports recommending "probable cause" or "no probable cause" findings to the commissioners based on the merits of the case.
- Translate/interpret for Spanish speakers during interviews, mediation and conciliation sessions.
- Assist IHRC administrator in coordination/implementation of the state of Idaho's annual MLK, Jr. Human Rights Day Celebration.

Girl Scouts of Silver Sage Council

Membership and Marketing Specialist & Director of Development

June 1999 – December 2008 *Bilingual*

- Recruited, interviewed, trained and regularly evaluated adult volunteers for delivery of the Girl Scout program in accordance with the program initiatives and safety policies set forth by the GSUSA.
- Supervised between 10 and 20 administrative volunteers (service unit directors).
- Traveled extensively throughout Owyhee and Canyon County, Kuna, Jordan Valley, Oregon, the Mini-Cassia area, and the Duck Valley Indian Reservation in Owyhee, Nevada.
- Identified viable recruitment opportunities and initiated collaborative efforts to expand the program.
- Conducted both large and small group presentations to prospective members, sponsors, and staff.
- Maintained regular contact with new members to ensure retention of both adult and girl members.
- Modified program activities in response to current information regarding the service area, i.e., surges in population growth, new schools being built, changes in the economy, etc.
- Raised several thousands of dollars via sponsorships and grants for recruitment efforts, such as *Soy Unica, Soy Latina*, a program targeting Latinas ages nine to 18 and their female caretakers to promote cultural pride as a solid foundation for self-motivation in the pursuit of higher learning.

- Served as interim Director of Development overseeing fundraising efforts for the Council.

RELEVANT EXPERIENCE

Intermountain Fair Housing Council

February 1997-May 1998

Education Specialist

- Educate the public about The Fair Housing Act and promote fair housing practices by conducting workshops, presenting to community organizations, and writing informational articles.
- Assisted in compliance enforcement by serving as a fair housing tester.

EDUCATION

Boise State University

August 2007

Bachelor of Arts, Communication

- Internship: Rotary International Group Study Exchange Program in England, 2007
- Boise State University Mexican American Studies Conference committee member, 1997-2001
- Honored at Leadership Quest with the Boise State University President's Award for Outstanding Service to the University, 1994
- ASBSU President, 1993/ASBSU Vice-President, 1992-1993
- Columnist for *The Arbiter*, 1992-1993
- Member of the Western Interstate Commission on Higher Education committee, 1992-1993
- Student Chair of the MLK, Jr./Human Rights Celebration Week, 1992 - 1993 (committee member, 1989-1994)
- Boise State University Ambassador, 1991-1992
- Boise State University Multicultural Panel, 1990-1993
- Member of MEChA and OELA at Boise State University, 1989-1993
- Honored as Outstanding CAMP student by fellow scholarship recipients, 1990
- Received CAMP Scholarship to attend Boise State University, 1989-1990

VOLUNTEERISM

Boise City Department of Arts and History

May 2017-present

Cultural Grant Reviewer

- Review grants and provided funding recommendations for awarding grants.

Girl Scouts of Silver Sage Council

April 2017-present

Board of Directors, Director-At-Large

- Member of the Board Development Committee and the Resource Development Committee.
- Identify and recruit new board members and funding opportunities.

Boise State University Latino Alumni Chapter

February 2017-present

Secretary

- Perform such duties as the co-presidents and chapter executive board shall assign

Log Cabin Literary Center (The Cabin)

1998-2000

Writer-in Residence for the Writers in the Schools Program

- Taught poetry and creative writing to children at Wilder Middle School and Farmway Village.

AWARDS AND HONORS

- Awarded the first annual Amabilidad Award by the Hispanic Cultural Center of Idaho (May 2009)
- Awarded the Sunrise Rotary Community Service Award (July 29, 2003)
- Awarded the Girl Scout Honor Pin in recognition of Service of Exceptional Quality (April 27, 2002)