

COMMUNITY OUTREACH SPECIALIST

Professional Profile

Dynamic professional driven to fostering love of learning and ensuring leadership skills within people so they may reach their full potential.

Qualifications

- Experienced in student databases and Microsoft Office Suite
- Excel in training, public speaking and teaching new skills
- Passionate educator with high professionalism and integrity
- Creative problem solver
- Excellent student transcripts; graduating with a 3.9 GPA
- Qualified in designing and grading assessments
- Strong management skills of small and large groups as well as relating to diverse populations
- Quick learner with a thirst for knowledge

Relevant Experience

Assessment and Teaching

- High level teaching skills that raised the percentage of high achieving students to 90% of students testing into the top 10% of their grade level allowing them to enter into honors
- Designed and developed district assessments for Spanish Department

Community Outreach and Public Speaking

- Implemented outreach and marketing strategies including presentations which resulted in 80% growth in community partners within higher education

Leadership Development

- Through creating rigorous and relevant interview and internship program, raised the level of leadership opportunities for college interns

Experience

07/2014 to Current

Community Outreach Specialist Company Name 1/4 City , State

- Liaison for Junior Board which entails board management by providing direction and leadership to young board members wanting to serve their community
- Responsible for providing relevant and interesting content for social media, newsletter and website; in addition created organization brochures and secured larger-scale marketing with partnerships
- Responsible for volunteer and mentor recruitment; securing over 90 mentors to youth and 75 new volunteers
- Increased mentor retention by over 50% in 9 months by developing and executing strategic volunteer engagement plan including activities such as planned events, strategic appreciation and intentional support throughout the mentoring commitment
- Improved organization's relationships with higher education groups through community outreach and relationship building
- Work closely with Program Manager in regard to programming best practices for Discover Your Future Program and mentor training
- Collaborate with Executive Director and Board Executives on Strategic Plan and vision of the organization
- Direct the work of office interns, serving as project manager and professional development to develop strong leaders by providing new opportunities to serve on committees and one-on-one training
- Manage all aspects of potential intern and mentor interviews from promoting the opportunity to asking scenario-based questions to retain highly qualified mentors and interns
- Plan and execute events such as volunteer recognition events, fundraising campaigns and large-scale sports camps
- Develop and post job descriptions for Internships and Program Leaders; as well as foster leadership through creating new roles to empower emerging leaders
- Collaborate with higher education groups to develop leadership opportunities
- Create multiple brochures and marketing signs to promote volunteerism

09/2013 to 02/2014

Exceed Program Manager Company Name 1/4 City , State

- Planned all aspects of Exceed 4 day Intensive retreat in Payson for mentors and mentees
- Facilitated all aspects of the program and individual relationships between the adult mentor and junior/senior high school student mentee
- Developed and maintained strong partnerships with high school administrators and counselors, mentors and student mentees to promote and grow a shared vision of the Exceed Mentoring Program
- Trained and directed work of staff and volunteers to effectively meet goals and outcomes of Exceed Program
- Implemented strategic program plan for recruiting new mentees and on-boarding new mentors, also directing workload of Program Assistant
- Served as a mentor coach, working to improve mentor/mentee bond and resolving issues
- Planned curriculum and all logistics for monthly mentor/mentee workshops including training, scheduling, room space, agenda, meals and materials

- Conducted individual and group academic advising and college planning for mentees
- Worked closely with Director of Programs to determine program effectiveness through reports, evaluation and collaboration of multiple programs to actively seek solutions
- Maintained daily records in member database, creating reports

07/2008 to 06/2013

Spanish Teacher/Language Arts Teacher 7-8 Grades Company Name i¼ City , State

- Developed innovative and relevant course plans using Core Curriculum Standards to increase student engagement and increase outcomes pertaining to academic, intellectual, and socio-emotional needs of diverse students in middle grades
- Taught Learner-centered lessons; always keeping the student needs and individual outcomes in mind
- Coordination in planning with academic department teams as well as grade-level teams
- Served on District Curriculum Planning Committee as Spanish Department Representative; working with all World Language departments as well as district coordinators
- Managed department budget for school as well as ordering materials
- Responsible for administrative duties such as filing, grade entry, data analysis and student evaluation
- Implemented behavior and grade management plans; monitoring through parent involvement, IEPs and behavior management plans
- Developed and implemented healthy school days through coordinating Zumba exercise days with PE Department

07/2003 to 05/2008

Spanish Teacher/Reading Teacher Grades 6-8 Company Name i¼ City , State

- Rigorous and relevant teaching methods: within one year - 90% of students tested in top 10% of district in 8th Grade Spanish High School Placement Test
- Girl Power Club Leader - focusing on improving leadership skills in pre-teen girls through the book "The 7 Habits of Highly Effective Teens" by Sean Covey
- Volunteered as Mini Town Counselor and Adviser for camps to improve student outlook on inclusion and diversity

09/1995 to 08/2003

Assistant Manager/Local Store Marketing Company Name i¼ City , State

- Responsible for all store hiring including interviewing, paperwork, scheduling and training; including new managerial staff as well as associates
- Executed many successful in store nonprofit fundraising events Implemented grassroots community outreach efforts with schools, local businesses and organizations
- Scheduled, staffed and trained employees for branding and fundraising awareness through community events such as 5k runs and events at Tempe Town Lake
- Executed daily front and back of the house managerial duties including directing the work of 60 plus staff during high volume shifts
- Managed guest relations, complaints and guest satisfaction
- Responsible for budget management and food and materials ordering
- Ensured employees followed OSHA and food handling standards to the highest degree

Education

Bachelor of Arts : Elementary Education Arizona State University i¼ City , State GPA: Summa Cum Laude

Graduated Summa Cum Laude

Elementary Education Certificate

Secondary Spanish Education Certificate

Structured English Immersion Certificate

Middle School Language Arts Certificate

Affiliations

Member, Young Nonprofit Professionals Network (2014 - Present)

Member, Phoenix Chamber of Commerce (2014 - 2015)

Volunteer, Lincoln Family YMCA - Licensed Zumba Instructor for Kids (2013- Present)

Student, Arizona Nonprofit Association (2015 - Present)

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Languages

Native Spanish Speaker

Conversational Italian

Skills

Academic, Administrative, Branding, Budget Management, Coaching, Communication Skills, Customer Service Skills, Data Analysis, Database, Fundraising, Hiring, Instructor, Team Building, Leadership Skills, Logistics, Directing, Marketing, Management, Mentoring, Microsoft Office Suite, Newsletter, Programming, Recruitment, Relationship Building, Scheduling, Spanish, Strategic Planning, Teaching, Training, Vision Planning, Website

Additional Information

- Extensive knowledge and network of community and social support systems, such as community colleges, agencies and corporations
- DPS Fingerprint Clearance Current Status
- Licensed Zumba and Zumba Kids Instructor