

## **EXPERIENCE**

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### **Principal, Organizational Planning, Fundraising, and Public Engagement** – Fall 2014 to present – Chicago, IL *Resilient Heritage*

Selected clients include:

- *Pulitzer Center on Crisis Reporting*: Lead team of 15 freelance journalists in reporting on the effects of COVID-19 on Illinois museums, partnering with 13 local, regional, and statewide daily and weekly newspapers, magazines, including four NPR affiliates and their websites
- *Niagara Falls National Heritage Area*: Conducted strategic planning process for organization, including mission, vision, and values workshop, extensive interviews, focus groups, and conversations regarding the organization's future over the next 5-10 years with a focus on its federal mandate to enhance the natural, cultural, and historic value of Niagara Falls
- *Chicago Community Trust*: Conducted "smARTscope" assessments for CCT's Smart Growth program, a four-year capacity-building program for small Cook County arts and culture organizations in partnership with *Arts & Business Council of Chicago*
- *Landmarks Illinois*: Conducted online campaign, "20 Years/20 Stories" for the statewide historic preservation non-profit, promoting historic preservation through an online biographical website and social media

### **Manager of Operations** – Spring 2019 – Chicago, IL

*Lightfoot for Chicago*

- Managed the purchase, distribution, and transportation of office and campaign supplies to Lightfoot for Chicago's 13 offices
- Managed the on-boarding of all campaign employees, including payroll, healthcare benefits and information technology
- Tracked all office receipts and reimbursements and fulfilled compliance procedures
- Led all 13 office closings, including transporting office and campaign supplies to Better Together Chicago transition office and creating an inventory of all supplies

### **International Program Manager** – Fall 2018 to Spring 2019 – Chicago, IL

*Chicago Sister Cities International, World Business Chicago*

- Led and provided support to CSCI's key initiatives, including the annual Citizen Diplomacy event, the Global Youth Ambassadors Leadership Summit, and the Chicago Consular Corps Gala
- Managed volunteer sister city committee relationships including Paris, Birmingham, Bogotá, Lucerne, Moscow, Amman, Vilnius and Moscow, guiding a diverse group of projects in the fields of International Business, Cultural Arts and Tourism, Global Education, and Government Relations
- Created itineraries for international delegations in collaboration with city and public- and private-sector representatives, acting as a liaison with the Mayor's Office of the City of Chicago, international contacts, consular corps representatives, ethnic communities, and other Chicago-area institutions

### **Manager of Public Engagement** – Spring 2014 to Spring 2017 – Chicago, IL

*National Public Housing Museum*

- Fundraised over \$300,000 in three years for institution from the Ford Foundation, the National Endowment for the Arts, the Illinois Arts Council Agency, family foundations and donor advised funds through capital, general operations, and program grants
- Planned capital project strategy, including Museum programming, in line with 10-year pro forma, site plan, and historic public art conservation
- Conceived, budgeted, and implemented over 40 public programs and related print material in collaboration with museum curator, board, funders, and community stakeholders
- Managed all board and donor communications, maintained fundraising database, including processing all checks, accounts, and bank deposits

**AmeriCorps, Portland Mercado Project Associate** – Fall 2012 to Fall 2013 – Portland, OR

*Hacienda CDC through MercyCorps Northwest* – Community & Economic Development

- Coordinated fundraising strategy, including foundation grants; CDFI loans; and New Markets Tax Credits for the Portland Mercado, a Latino public market opened in 2015
- Facilitated communication in Spanish and English between project contractors and Latino businesses to inform capital construction pro forma
- Served as proposal reviewer in Portland Mercado RFP process for project architect

**Transportation Planning & Analysis Intern** – Spring & Summer 2011 – Eugene, OR

*Lane Council of Governments* – Geographic Information System Department

- Developed methodologies for implementing a bicycle travel demand model
- Developed GIS-based maps of bicycle demand in Eugene-Springfield region
- Integrated bicycle modeling into current and future planning processes for bicycle facilities

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**EDUCATION & SKILLS**

**University of Illinois at Chicago** – Chicago, IL

- Certificate in Non-Profit Management, Summer 2018

**University of Oregon** – Eugene, OR

- B.A. in Planning, Public Policy and Management, *Magna Cum Laude*, Winter 2011
- B.A. in Romance Languages, *Magna Cum Laude*, Summer 2010

**Distinctions**

- Alliance for Non-Profit Management, Emergent Nonprofit Capacity Builder, 2019
- American Alliance for Museums Annual Meeting Fellowship Award, 2017
- ARCUS Preservation Fellow, 2017
- U.S. Latina/o Art Forum, Member, 2016-20
- Arts Club of Chicago Member, 2016-20
- Diversity Scholar, National Trust for Historic Preservation, 2013-14

**Skills**

Fluent Spanish; Intermediate French; Microsoft Office; Social media

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**COMMUNITY VOLUNTEERING & ENGAGEMENT**

**Current Board Service:**

*Fiduciary Boards* – Illinois Arts Council Agency, 2020; International Council of Museums (ICOM) – United States, 2017; ICOM DEMHIST (Historic House Museums), 2017; Docomomo (Documentation and Conservation of the Modern Movement) Chicago, 2017

*Auxiliary Boards* – Cinema/Chicago, 2019; National Museum of Mexican Art, 2016; Amtrak Customer Advisory Committee, 2015

**Volunteer Service:**

*City of Chicago* – Department of Cultural Affairs & Special Events, Grant Reviewer, 2018-19

*Moxie*, Founder and Organizer, 150-member group of LGBTQA-identified urban policy and planning professionals in Chicago, established in 2014

*Oregon Bicycle and Pedestrian Advisory Committee*, Oregon Department of Transportation, Member, 2009 – 2013