

EDUCATION:

SpadeWork Fellowship

In-Advance; August 2022 – November 2022

Hispanas Organizing for Political Equality (HOPE)

HOPE Institute; January 2018 – October 2018

Leadership Education and Development (LEAD)

Community Foundation of Monterey County; California State University Extended Education & International Programs January 2015 – December 2015

California State University, Monterey Bay

B.A. Degree in Human Communications; Concentration in Practical Professional Ethics; graduated with Distinction August 2006 – December 2010

AWARDS/RECOGNITIONS:

Human Rights Award – United Nations of Monterey County

Certificate of Recognition – Hispanas Organizing for Political Equality; California State Senate, Tony G Atkins

Certificate of Recognition – Hispanas Organizing for Political Equality; California State Assembly, Anthony Rendon

Award of Merit, Support Staff of 2013; Legal Aid Association of California

Certificate of Recognition – Planning of Fiesta Familiar de la Costa Central 2011; California State Assembly I, Luis A. Alejo

Service-Learning Award, Human Communication Major 2010 – California State University, Monterey Bay, Seaside, CA

Certificate of Graduation 2010– Education Opportunity Program of Cal. State University, Monterey Bay

Certificate of Completing Sessions - Neighborhood Leadership Institute 2004; Community Foundation of Monterey County

EMPLOYMENT EXPERIENCE:

Administrative Director – Watsonville Law Center

7/2023 – current

- Provide leadership, supervision, oversight and management of the agency and services as well as work with the Chief Executive Officer to develop funding and sustainability for the agency.
- Responsible for ensuring programs and services follow internal quality controls and ensuring programs staff provides timely and immediate supervision of non-attorney service delivery staff.
- Recruit, train and supervise volunteers, interns and pro-bono attorneys on office procedures and workflows.

Familias Con Mas Director – Ventures

11/2022 – present

- Direct and manage Familias con Mas, financial literacy, program including our Alas, Guarantee Income Project.
- Support programs and projects with a diverse array of stakeholder groups including community leaders, funders, internal staff, and families.
- Administration, budgeting, reporting, communication, education and outreach, social media, and evaluation efforts of the program.
- Supervise and coordinate activities of support staff, consultants, and/or volunteers engaged in the implementation and administration of program objectives.
- Collect and analyze data, prepare scheduled and special reports, maintain program/project records and statistical information.
- Field phone calls and emails from the community regarding programs and volunteer opportunities
- Lead, guide and train lower-level staff, student employees, volunteers, and/or interns, as appropriate

Director of Organizing and Education – Center for Community Advocacy

8/2021 – 11/2022

- The Director trains, monitors, and coordinates with CCA organizers from Housing, Health and Youth for Change to develop, implement and evaluate programs that assure CCA's mission and vision are met and fulfilled.
- Develop and implement curriculums as well as train others to implement curriculums.

- Work on advocacy and policy with direction from community
- In addition, the Director collaborates with the Executive Director on fundraising efforts.

Co-Director of Equity, Diversity, and Inclusion – Salud Para La Gente

2/2021 – Present

- Design, develop and integrate Equity, Diversity, and Inclusion of the organizations culture to work towards becoming and anti-racist organization.

Instructional Faculty - Temporary/Lecturer – Human Communication Department – California State University, Monterey Bay

1/2020 – present

Instructor for Human Communications 498: Legal Aid Internship for spring of 2020. HCOM 498 focuses on legal—a system through which under-served communities can gain access to legal services. Students learned more about the U.S. legal system, legal aid, ethics and legal services. Students received training in confidentiality, interviewing skills, record keeping, and working with diverse clients.

Chief Programs Officer – Watsonville Law Center

7/2019 – August 2021

- Provide leadership, supervision, oversight and management of the agency’s programs and services as well as work with the Chief Executive Officer to develop funding and sustainability for the agency.
- Responsible for ensuring programs and services follow internal quality controls and ensuring programs staff provides timely and immediate supervision of non-attorney service delivery staff.
- Recruit, train and supervise volunteers, interns and pro-bono attorneys on office procedures and workflows.

Central Coast Coordinator – Northern California Rapid Response and Immigrant Defense Network

7/2018 – 6/2019

- Respond to immigration enforcement actions in Northern California, the Central Coast, and the Central Valley.
- Collaborate with local networks, organizers, and legal service providers in over 19 counties, ranging from the Central Valley to the Central Coast to San Francisco and the East Bay, to the North Bay and beyond.
- Recruit, train, and supervise community organizer and leaders who provide workshops to community on issues affecting the immigrant community with focus on undocumented individuals.
- Provide trainings on how detention and immigration system work to service providers from different organizations.
- Communication with Media, government, and other stakeholders regarding our work and issues impacting the immigrant community and people in detention.
- Statewide collaboration with organizations and community on issues affecting immigrants and detained individuals.

Clinic Manager -Watsonville Law Center

2013 – 6/2019

- Program management, case management and calendar management
- Assign and supervise work for staff, interns and volunteers.
- Maintain communication and collaborate with different agencies/organizations we work with.
- Assist executive director on grant reporting, grant evaluations, grant management.
- Recruit, train, and supervise interns, law students, work-study staff, and volunteers.
- Recruit pro-bono attorneys
- Casework, translation of documents, interpreter for clients and attorneys, data collection, implementation of systems.
- Under supervision of an attorney, assist clients in Labor Commissioner Hearings
- Community education on consumer, record clearance and employment legal rights.
- Under supervision of Attorney, conduct legal interviews and provide legal advice.
- Coordination of legal clinics, support for grant reporting and administrative support of projects.
- Participate in the teaching of HCOM 498: Legal Aid Internship class at CSU, Monterey Bay

Field Fellow – American Civil Liberties Union

7/2017 – June 2018

- Trainings & Public Education: deliver Know Your Rights and Family Preparedness Community Presentations to vulnerable community members across your region, including training community members to deliver these trainings in their communities. Train community leaders on conducting intake interviews. Participate in local, state, and federal advocacy on immigrants’ rights issues.

- Trainings to become a legal observer to different members of community and organizations.
- Plan Development: Develop and implement protocols that local leaders can use to respond to immigration enforcement in their communities including monitoring and verifying ICE activity, providing community support, and activating the broader legal network for legal support for anyone who arrested by Immigration Customs Enforcement (ICE) or Customs and Border Patrol (CBP) or other local law enforcement
- Build Our Network and Referral List: help to develop a list of immigration legal services and family preparation referrals and circulate this information widely across your region. Build and support the creation of a local network of community leaders, service providers, and advocates working together to resist mass deportation practices.

Intern – Immigration Law Office of Karen Mallory

1/2017 – June 2017

- Under the supervision of an attorney, conduct intakes, prep case work to file u nonimmigrant visas.
- Under supervision of Attorney, conduct legal interviews and provide legal advice.

Community Outreach/Organizer - Community Information Center for Migrant Assistance/Immigration Action Group

7/2015 – June/July 2017

- Developing of relationship and partnership between organizations and related community organizations and agencies, on local, county and state levels.
- Organizing and advocating for current immigration issues
- Provide Know Your Rights Presentations and giving public presentations about the organizations’ services and projects.
- Coordinating outreach events and attending community events
- Promote the agencies’ meetings and inform others about meetings or workshops via email, phone, or in-person.
- Outreach to immigrant community for building leadership with special emphasis on youth
- Participate in fund development (including grant writing workshop)

Legal Assistant/Clinic Coordinator - Watsonville Law Center

9/2010 – 12/2012

Watsonville, CA

- Casework, translation of documents, interpreter for clients and attorneys, data collection, implementation of systems.
- Under supervision of Attorney, conduct legal interviews and provide legal advice.
- Coordination of legal clinics, support for grant reporting and administrative support of projects.

Bilingual Clerk - North Monterey County Unified School District

2007- 9/2010

Moss Landing, CA

- Maintain records of students and student’s attendance. Send appropriate records to schools requesting records for students who have withdrawn. Update cumulative file for students.
- Develop attendance reports as required/requested. Assist other office staff (secretary, nurse, teacher, etc.) in answering phones, greeting the public and other routine activities as needed. Perform other duties as assigned.

Second Step Instructor - Echo Valley School

1/2006 - 12/2006

Salinas, CA

- Instructor teaching a violence prevention program that integrates social and emotional learning with academics.

LEADERSHIP/VOLUNTEER WORK:

Elected Board Member – North Monterey County Unified School District – December 2022 – present

Board Member – Community Foundation of the Monterey County – January 2021 – present

Community Representative - CadaFamiliaCuenta – March 2020 – 2022

Board Member – American Civil Liberties Union Santa Cruz Chapter – October 2019 – 2021

Steering Committee Member – California Rapid Response Network, Office of Senator Kamala Harris – March 2017 – 2021

Steering Committee Representative – California Collaborative for Immigrant Justice (formerly known as Northern California Rapid Response Network – March 2017 – 2022

Founder and Organizer – Monterey County Rapid Response Team - March 2017 – 2022

Board Member – Santa Cruz Community Ventures - January 2017 – 2020

Board Member - Castroville Coalition; January 2017 – present

Appointed Board Member – *Land Use Advisory Committee; August 2016 – June 2018*

Administrator – *Castroville Coalition; May 2015 – 2016*

Vice-Chair – *NMC League of United Latin American Citizens; 2014-2022*

Elected Board Member - *Castroville Community Services District; December 2013-November 2022*

The Castroville Community Service District acts much like a small city government, managing utilities and services such as the water supply, sewer and storm drains, street lighting, recreational funding, open space, and street maintenance.

President – *Elkhorn Elementary Parent Teacher Group; 2013- June 2015*

Organization composed of parents, teachers and staff that facilitate parent involvement as well as planning of student activities.

Fundraiser Coordinator – *Elkhorn Elementary Parent Teacher Group; 2012- 2013*

Organization composed of parents, teachers and staff that facilitate parent involvement as well as planning of student activities.

Parent Representative - *School Site Council, Elkhorn Elementary; 2011-2016*

The school site council is a group of teachers, parents, classified employees, and students (at the high school level) that works with the principal to develop, review and evaluate school improvement programs and school budgets.

Treasure, Committee Member - *Fiesta Familiar de la Costa Central; 2010 – 2022*

Spanish parent conference designed for parents/family members of individuals with disabilities and/or special needs. Parents attend different workshops as well as gain information on resources for their families.

Legal Interviewer – *Watsonville Law Center; 2009 - 2010*

Under supervision of Attorney, conduct legal interviews and provide legal advice to low-income individuals of Santa Cruz, Monterey County and San Benito County.

Founder and Treasure - *Unidos Por Un Corazon Inocente Parent Support Group; 2010 – 2015*

Parent support group for parents/family members of individuals with disabilities/special needs. The group focuses on parent education, advocacy and children activities.

Vice-Chair, Parent Representative for North Monterey County Unified School District - *Special Education Local Plan Area, Community Advisory Committee; 2009-2011*

Members discuss topics of interest to parents and community members who take an active interest in all matters concerning special education in Monterey County. The CAC reviews and makes recommendations relating to the SELPA Local Plan and participates in other activities to support students with disabilities in our area. The CAC also assists SELPA in developing the parent education programs.

Co-Chair - *Mujeres De Maiz; 2008-2009*

Empower Latina women to continue with an education.

Vice President - *Castroville Community Computer Project; 2000-2015*

Mission is to bring technology to low-income families in Castroville, CA. We have placed about 10 computers in low-income households in town. The group has sent about 6 computers to the school of a small ranch in Michoacan, Mexico.

SKILLS

Bilingual – Spanish and English

Bicultural

Public Speaking

Develop Systems and Operations

Record keeping

Motivational Speaking

Supervision

Organizer

Curriculum Development and Implementation

Develop and Implement Policies

Training and Teaching

Community Engagement

Legal Studies

Legal Background