

Name

XXXXXXXXXX
XXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXX

Highly successful entrepreneur, business and nonprofit executive with proven ability to transform missions and goals into workable business plans and bottom-line results.

Accomplishments include: serving as Presidential Appointee heading the Organization 1 Administration's Office of Office Name1; founding a multilingual services company providing services in 20 languages, employing a 75-member multicultural team in more than 15 U.S. cities and 5 countries; leading the Locality 1 Chamber of Commerce to an increase in membership by more than 20 percent and funding support and programming by 50 percent in 12 months.

Core Competences include:

- ❖ Corporate Supplier Diversity
- ❖ Corporate Advocacy
- ❖ Strategic Planning
- ❖ Program Development/Management
- ❖ Organizational Governance
- ❖ Federal Procurement
- ❖ Nonprofit Governance/Management
- ❖ Multiculturalism
- ❖ Hispanic Market Expert
- ❖ Public Speaking
- ❖ Fundraising
- ❖ Small Business Lending

Professional Strengths:

- ❖ Ability to foster and expand relationships at the "C" level and across key decision makers and influencers
- ❖ Proven ability to lead a diverse team of professionals and manage staff in analyzing, planning, developing, and implementing major projects and initiatives
- ❖ Effective at creating consensus around strategic initiatives utilizing a collaborative, inclusive and engaging decision-making process
- ❖ Forward thinking and proactive on legislative, regulatory and public policy issues
- ❖ In-depth understanding of the legislative and regulatory process, as well as the roles and decision-making processes of key governmental and regulatory entities
- ❖ Established advocacy skills
- ❖ Strong relationship building skills and business savvy
- ❖ Sensitive to political and cultural issues
- ❖ Superior problem-solving/decision making skills
- ❖ Communications, negotiation and presentation expertise
- ❖ Impeccable ethics and a high-level of integrity

Employment History

Organization 1

2009 – Present

Assistant Administrator, Office 1

Presidential Appointment – Senior Executive Service

Responsible for formulating, coordinating and implementing Administration initiatives to promote the growth of women-owned businesses through innovative programs, including business training and counseling, access to credit and capital, federal and corporate contracting and forging relationships between government and the private sector.

- ❖ which provide services to roughly 150,000 individuals per year;
- ❖ Developed and implemented a financial review program to eradicate fraud and abuse within the Office of XXXXXX, which in 2010 was expanded to all grant programs. In FY2011, this program led to the recovery of federal funds equivalent to 15% of the program budget;
- ❖ Represent Organization 1 at the White House and Congress and speak nationally on its behalf;
- ❖ Serve as a liaison for the Organization 1 to corporate partners and stakeholders, and engage in international partnerships and opportunities on behalf of women business owners;
- ❖ Promote the Organization 1 on television, radio, print and other media as well as in public forums around the country. In FY 2010-11 gave over 50 speeches and other public appearances in front of a cumulative audience of approximately 9,000 women and minority business owners;

Organization 2
Executive Director

2010 - Present

Manage, direct and coordinate the development and implementation of national policies and procedures to deliver programs to business owners in underserved communities.

Organization 3 Executive Review Board
Present
Member

2011 -

Appointed by Administrator as 1 of 5 members to manage the merit staffing process for career Senior Executive Service positions and ensure the SES personnel possess the highest managerial, supervisory, and policy skills to preserve the institutional knowledge of the Agency.

Locality 1 Chamber of Commerce
President and CEO

2007 – 2009

Refocused and implemented the ~~Chamber's mission and vision to~~ communicate more effectively to government and corporate entities the needs and economic potential of the business community.

- ❖ Developed and implemented multicultural programs and strategic initiatives to improve the utilization and inclusion of certified minority, women and disadvantaged business enterprises while providing small businesses with tools to reduce risk to and effectively serve corporate and government clients;

- ❖ Chamber's engagement and visibility in the area. Served as an advocate for inclusion and utilization of certified minority and women business enterprises;
- ❖ Forged new partnerships with federal, state and local government agencies, national corporations, and local community organizations that have considerably increased the Chamber's footprint in the region;
- ❖ Served as spokesperson to the business community in the Greater metropolitan region and as a frequent guest on radio programs at roundtables and panels;
- ❖ Increased operating budget by 50%, increased membership by 20%, and volunteer participation by 30% in less than six months.

Organization 4
Director

2005 – 2007

Responsible for developing relationships with Latino community-based organizations and citizens.

- ❖ Identified assets and spearheaded the planning and implementation of one of the organization's most successful and popular programs;
- ❖ Developed and managed fundraising efforts to finance community programs
- ❖ Communicated the economic benefit of heritage programs in multiple workshops and symposiums throughout the metropolitan region;
- ❖ Served as media spokesperson and secured free promotion of events in media.

Organization 5
President and Founder

2000 – 2007

- ❖ Founded and expanded language translation firm from Spanish-English to 25 languages in less than three years
- ❖ Increased the company's ~~communications services to include~~ multicultural marketing, promotion, adaptation and transnational localization in addition to basic translation services
- ❖ Built and managed a 75-member multilingual, multicultural team in more than 15 U.S. cities and 5 countries
- ❖ Secured clients ranging from Fortune 500 corporations to major public agencies and nonprofit organizations

- ❖ Performed quality control and managed the localization process for translations for multiple markets
- ❖ Served as Project Manager for multilingual translations for projects in Western European languages
- ❖ Translated and edited into Spanish more than 4,000 projects with an average annual output of 750,000 translated words.

Education

Post-baccalaureate Certificate (1987) – Art History
University of Houston, Houston, TX

Bachelor of Arts (1986) – Psychology
University of Houston, Houston, TX

Fluent in English and Spanish