

Established Director of College Grant Development, providing research and identifying external college priorities and search requests. Highly accomplished Grant Project Director, Program Manager, and Educator with an extensive track record for program success in key roles, providing training and resources to empower students' success in special populations. Strong at establishing and building partnerships with internal and external stakeholders to foster organizational synergy and build unified approaches to meet program enrollment, student services, and educational outcomes, ensure student completion, foster student employment, and drive continuous improvement in program execution and delivery. Excel at building, training, and optimizing the performance of project and program teams that exceed organizational and customer expectations. Focused on creating cultures that promote diversity, professional development, team building, resources, student success, leadership, and strategic collaboration with key stakeholders as important keys to achieving the best outcomes. My career experience, professional development, and director/management background include 22 years plus of work experience in education and community partnerships, 13 years plus hands-on experience with grants, special workforce programs, and career services, 10 years plus experience with grant sub-award community partners, employer partnership relations, grant compliance, and data analysis.

Core Strengths

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| ◆ Project & Program Management | ◆ Strategic Community Partnerships | ◆ Results & Detailed Oriented |
| ◆ Workforce Development Programs | ◆ Employer Partnerships | ◆ Meet Reporting Deadlines |
| ◆ Grant Project Administration | ◆ Cross-Functional Collaboration | ◆ Student Focused |
| ◆ Compliance & Data Analysis | ◆ Stakeholder Relations | ◆ Adult Education |
| ◆ Senior-Level Leadership | ◆ Team Building & Leadership | ◆ Curriculum Development |
| ◆ Strategic Planning | ◆ Staff Training & Development | ◆ Instructional Best Practices |
| ◆ Budgeting & Cost Control | ◆ Conflict Resolution | ◆ Classroom Management |
| ◆ Banner Finance Trained | ◆ Creative Problem Solving | ◆ Student Assessment |
| ◆ Personnel Management | ◆ Innovative and Resourceful | ◆ Sales & Marketing |
| ◆ Strong Communication Skills | ◆ Student Services Management | ◆ Recruitment/Enrollment |
| ◆ Bilingual (Fluent English/Spanish) | ◆ Career Services Management | ◆ Admissions Management |

EDUCATION

University of Texas San Antonio SA, TX

Master of Education in Higher Education Administration

Spring 2024-Fall 2025

Our Lady of The Lake University SA, TX

May 1999

Dual Bachelor of Arts: Psychology and Spanish

Career Experience

San Antonio College SA, TX

Director of College Grant Development

8/2023-Current

- Primarily apply for external funding to develop projects that support the SAC's and Alamo Colleges District's Vision, Mission, and Moonshot.
- Research, identify, and recognize external opportunities that present viable funding opportunities and match district goals, college priorities, and search requests.
- Support, enhance, and supervise the efforts of Resource Development and Grants personnel.
- Provide leadership in identifying and soliciting grants related to generating external sources of income to support the college and district.
- Coordinate grant writing for the college and district entities by aligning grant development processes and priorities with internal and external partners.

- Assist in the planning, writing, program design, budget development, and evaluation of grant-funded projects.
- As needed, assist with the implementation and management of internal procedures, funding agency compliance, grant documentation, and assistance with issues of financial, personnel, payroll, purchasing, reporting, and administration of funded grant awards.
- Create, design, and implement processes and procedures related to grant management and proposal development.
- Coordinate needs assessment and background information research for proposal development efforts.
- Advise project directors and principal investigators on negotiating new grants, compelling startups, and grant management issues.
- Work with Project Investigators and Grant Project Directors to identify and resolve grant budget and compliance issues accordingly
- Serve as a liaison with funding source programs, contract officers, and community organizations.
- Provide support as needed for Internal and external program audits and reviews.

Independent Contractor

Special Programs Management, Workforce Initiatives, & Community Partnerships 7/2022-8/2023

Career Educational Services SA, TX Remote Contract-part time

- **Director of Business Development and Partnerships 4/2023-8/2023**

Higher Education-Pedigo Staffing SA, TX Special Programs Contract

- **Independent Contractor 7/2022-12/2022**

Contract work for the University of Texas San Antonio that involved program event planning, student recruitment, and multiple program activities. Processed undergraduate and graduate student applications, interviewed students for program acceptance, conducted graduate assistant interviews, and managed their work schedules. Coordinated and executed online virtual fairs with International University Partners and conducted in-person recruitment events. Maintained the database for the Study Abroad Programs. Coordinated with Leadership regarding special projects, gathered program data, completed the NEH PPR grant report, and assisted the Center Director with business program proposals for submission.

C2 Global Professional Services SA, TX

Special Projects Manager

9/1/2020-9/30/2021

Directed, trained, and optimized the performance of the Special Projects Team (5 Coordinators) and the Workforce Center staff teams from all the San Antonio area centers to execute 12 special projects-grant programs supporting the Workforce Centers in our San Antonio Area community.

- As part of the Leadership team, working with the Managing Director, Deputy Directors, WSA Center Management team, and the WSA board team to plan, create/execute strategic plans, and direct day-to-day grant program operations to achieve grant program performance goals and to complete all grant reports.
- Grant Project Programs included:
 - National Dislocated Work-COVID19 \$4.85M-Reemployment of Alamo area workers whose work was impacted by the pandemic.
 - NDW-Winter Storm \$283K- Reemployment of Alamo area workers for workers affected by the winter storm.
 - SEAL-Summer Earn & Learn-Employer partnerships were established to develop and implement work/mentoring experiences for individuals with disabilities.
 - Teacher Externship Program-Employer and school partnerships were established to provide teachers with summer externship opportunities.
 - HPOG sub-award \$83K+Provided community healthcare alliances/partnerships to offer work experience opportunities for individuals enrolled in the program.
 - Women's Entrepreneurship Bootcamps-UTSA and Community Business Partners provided business-focused workshops and mentoring for women.
 - Rapid Response-Workforce program provided guidance, work, and training opportunities for laid-off individuals as soon as a community business announced a layoff.
 - Layoff Aversion Grant \$200K-Program aided San Antonio area daycares impacted by the pandemic.

- Skills Development Grant-Provided technical/skills training in high demand opportunities for individuals.
- Tech-works Grant Sub-Award \$83K Program provided technology education opportunities for students.
- SDI Youth Job Skills Grant \$160K Program focused on training youth for work experience opportunities.
- Additionally, assisted the Deputy Director with managing Bexar and COSA Grants
- Organized and led weekly Leadership team meetings to review program services and collaboratively worked towards achieving/exceeding grant program goals and problem-solving escalated challenges.
- Ensured operations and grant projects fully complied with organizational policies & procedures and State and Federal regulations.
- Partnered with the Leadership team, center staff, and key stakeholders to analyze program data and leverage lessons learned to improve project outcomes and program performance.
- Liaised with community organizations to build/sustain project and grant program relationships.
- Took Initiative; resolved issues encountered by program clients; coordinated with management and center teams to resolve possible customer needs and concerns as a team to ensure we delivered exceptional customer service and maximized client satisfaction in every interaction, always maintaining confidentiality.
- Established respect, professionalism, and customer value when working with all customers and stakeholders.

20 Years of Education Experience

Alamo Colleges District SA, TX

Economic and Workforce Development Division

Grant Project Director - Health Profession Opportunity Grants

2/1/2018-8/31/2020

I was Promoted to Grant Project Director in January 2018 to manage and direct the operations, personnel, \$3M annual budget, purchases, training programs, strategic planning, grant compliance, and community partnerships for the \$15M Health Profession Opportunity Grants (HPOG) Program.

- Applied and qualified for a \$3M fifth-year grant extension, making it six years of achieving and exceeding outcomes across all phases of the now \$18M HHS Grant Project.
- Negotiated and completed all HPOG partner sub-awards and budgets for years 1 through 5 to include the additional 3-million-dollar 5th-year extension for a sixth year of the grant.
- Maintained liaison with all appropriate Alamo Colleges leadership, administration, and our San Antonio community Sub-award Partners and Employers. HPOG Community sub-award Partners included Goodwill, SAHA, Project QUEST, Family Services, Prospera, and Workforce Solutions Alamo.
- Led, organized, and collaborated with sub-award community partners and employer administrative teams to assess participants, programs, and activities and to ensure effective case management services and execution of grant-sponsored medical training and employment services following work agreements.
- Executed an HPOG reorganization and budget modification and developed four HPOG Teams: the Instructor Team, the Case Management Team, the Job Development Team, and the Compliance Team.
- Hired, onboarded, trained, coached, and performance managed all Grant Project staff according to Alamo Colleges Policies and Processes; directed, supervised, and collaborated with all the partner sub-award staff hired to work with HPOG.
- Prioritized budget allocations such as requisitions, tuition, student supplies, and other grant purchases to ensure operations and project costs were adequately supported in Banner. Completed budget modifications as needed throughout the year in response to required changes and to maximize capabilities and performance.
- Directed and coordinated all marketing efforts to highlight HPOG medical training programs, schedules, and student success stories and to recruit from HPOG information sessions held at different campuses, online, and via partner agencies, in addition to leading the selection of HPOG participants based on grant eligibility and sub-award scope of work.
- Authorized all training program selections, monitored data and progress through weekly PPR reports to ensure grant outcome measures were met, and coordinated with sub-award partners and employer teams to ensure delivery of services was aligned with their statement of work.

- Directed and carefully ensured the accuracy of all grant program and participant data in the PAGES database and generated comprehensive, semi-annual, and annual reports highlighting program performance, best practices, challenges, recommendations for improvement, technical assistance, attainment of programmatic goals, and success stories for timely submission to HHS.
- Disseminated program results and ensured adherence to federal rules and regulations for grant management.
- Identified, designed, planned, and implemented improvements to grant program services to ensure grant benchmarks.
- Directed and Organized all HPOG Graduations in Collaboration with Partners and St. Philips College.
- Represented HPOG-Alamo Colleges at HPOG conferences, community events, organizational meetings, graduations, and other special events.

Alamo Colleges District Health Profession Opportunity Grants (HPOG)

Workforce Development Coordinator

5/1/2017-1/31/2018

Promoted as the HPOG Coordinator/Compliance Officer: continued to manage Quality Control, Compliance, and Data Analysis for the HHS grant and ABT research data team, among other key responsibilities. Continued in key roles of ensuring the completion of HPOG sub-award contracts, affiliate agreements, and MOUs in collaboration with the district Legal Department, US Department of Health & Human Services (HHS), and Sub Award Partners for years 1, 2, & 3: SAHA, Project QUEST, Family Services, and Goodwill. Completed HPOG budgets for years 2 and 3 and completed the NCC with the Director of Economic and Workforce Development.

- Served as chief liaison with all HPOG Community and Employer Partners to maintain program schedules, answer questions, complete grant effort certifications, resolve program/student concerns, and ensure monthly sub-award invoices were processed.
- Trained the HPOG team and partners on effectively utilizing the HPOG database and all cloud-based systems for processing student eligibility and applications.
- Delivered monthly reports for ABT and participated in monthly ABT conference calls.
- Prepared and submitted required semiannual and annual PPR reports to HHS and participated in the monthly grant monitoring meetings with the grantor.
- Integrally involved in completing internal & external HPOG audits and effort certifications for the grant.
- Participated in HHS TANF coaching and training webinars.
- Coordinated with the workforce for TANF recipients.
- Managed Valero gas card processing and distribution, worked with the finance department for final processing and payment to Valero
- Supervised Grant Monitor: my department was responsible for all grant data, reporting, and compliance.

Alamo Colleges Health Profession Opportunity Grants (HPOG)

3/1/2013-5/1/2017

Instructor, Job Coach, Externship Coordinator, Mentor, Data Coordinator, and Trainer

I was initially brought on board to execute a multifaceted role for HPOG, which included leading the development and instruction for college and career readiness courses, job prep courses, workshops, career exploratory, career placement, pharmacy tech math, and other job development initiatives for students seeking to become CNAs, Medical Assistants, Pharmacy Techs, Registration Access professionals, Medical Front Office personnel, and LVNS.

- Leveraged differentiated instructional practices to empower our student population to excel and achieve optimal employment outcomes. Courses focused on interpersonal and professional job etiquette and the required employment skills for a medical environment.
- Drafted course schedules and workshop schedules for the College's Career Readiness program and the Externship and Job Prep segments of the medical HPOG training programs available at W.E.T.C., Alamo University Center, and EETC.
- Configured HHS Database in Microsoft following HHS Guidelines for HPOG 2.0; proficient in database use for HPOG 1.0 PRS and HPOG 2.0 PAGES.

- Coordinated/administrated program data in the HHS database (PAGES) per HPOG 2.0 guidelines and trained HPOG personnel and partners on using PAGES.
- Built and maintained strong partnerships with 32 medical employers in the San Antonio community to provide students with a wide range of industry-leading externships.
- Coordinated with employers to schedule weekly on-site visits with employer supervisors and student externs during their hands-on training.
- Facilitated student information sessions, interviews, testing, and applications/intakes for program acceptance.
- Led and Managed HPOG assessment processes, background checks, and drug screenings to qualify participants for HPOG training and services. Trained HPOG staff and partners on assessment, background requirements, and the application intake for the HPOG program.
- Managed and maintained program data entry to meet HPOG Grant requirements and outcomes.
- Conducted queries and data analysis and completed the PPR reports for timely submission to HHS.
- Attended Alamo College District grants training, HPOG grant training, and Promise Zone meetings.
- Led student recruitment efforts for HPOG and Promise Zone programs and coordinated with Promise Zone Partners for student testing, application intakes, and other student-related services.

St. Philip's College SA, TX

Continuing Education Department

Adjunct Faculty

6/1/20002-5/31/2018

Skilled at leveraging best curriculum design and instructional practices to take learner engagement, retention, and performance to new levels, delivery of courses included a wide range of topics, such as College and Career Readiness, Job Development, ESL, Spanish, GED, English, Social Studies, Science, Math, Language, Writing, as well as contextualized courses for medical training programs.

- Employed expertise in best-differentiated learning, curriculum development, and instructional best practices to maximize student engagement, academic performance, and success across all courses.
- Planned and delivered courses as a Lead Instructor for IBEST, HPOG, the Community Leadership Program, the City of San Antonio, Fort Sam Houston, San Antonio Lighthouse for the Blind, and other CE Programs. Experienced at coordinating courses and working as an instructor across multiple programs and college campuses.
- **Instructional Highlights:**
 - Taught English courses for the Welcome Back Program for international medical professionals (Doctors, Nurses, LVNs, OBGYNs, etc.) seeking professional licensure in the United States.
 - Lead Career Ease Instructor and Support Instructor for the I-BEST Program, taught ESL, English, Math, Reading, Writing, and Computer courses
 - Lead Spanish Instructor for various programs and courses.
 - Facilitated ESL and GED courses such as Social Studies, English, Math, Language, Writing, Reading, and Science.
 - Served as a Writing Instructor for Military Intelligence professionals at Fort Sam Houston.
 - Lead Instructor for Kids Adventure Camp (5 years) 2002 – 2006 The college's summer youth program promoted advanced innovative social and academic engagement and educational field trips, motivating K-12 students to develop social skills and prepare for academic success in their next academic year.
 - ESL Course Instructor and Translator for the TAA program providing Certified Nurse Assistant training. Provided instruction and mentorship to Spanish-speaking students so they could successfully prepare and pass the CNA State Exam in English (2005)
 - Collaborated and participated in the Cross College INRW Curriculum Development Workshops.
- **Speaking Engagement Highlights:**
 - Texas Best: A Workforce Literacy Summit (2012).
 - Texas Association for Literacy & Adult Education (TALAE) Adult Education Conference (2012)

Select Professional Training and Skills

Leadership and Communications Training across various colleges, grant, business, and community sectors, Banner Finance Training, Argos Training, Professional Development and Training in Education Best Practices from St. Philip's College, Alamo Colleges, and HPOG, Adult Education Training and Experience, Contextualized Curriculums, Accounting and Finance Training, Office Administration, Sales, Marketing, and Advertising Training

- **ALAS XIII 2020**– Alamo Colleges Leadership Academy for Success Graduate
- HPOG Leadership Team Building & Training – Why Group: Brad Hunt
- Workforce Leadership Training
- Skilled in planning and executing special projects during time-critical work environments.
- Proven ability to adapt quickly to challenges and changing environments.
- Disciplined and organized to meet project and reporting deadlines.
- Proficient Technical, computer, and database skills
- Proficient Social Media Skills