

### Diversity, Equity, and Inclusion Professional

Bilingual professional with native-like Spanish fluency and demonstrated commitment in DEI program management, DEI curriculum development, teaching, advocacy, strategic DEI initiatives, employee engagement, relationship building, opening opportunities for historically under-represented populations, breaking down barriers, and acting as an agent of change. Empathic and passionate communicator and advocate for the marginalized with deep understanding of other cultures. Proven track record in designing training curriculum and facilitation and providing critical thinking and leadership on DEI initiatives. Demonstrated intellectual curiosity, ability to function independently, and versatility to communicate and manage multiple priorities, multi-task, work with cross-functional teams, and adapt to change.

#### CORE CAPABILITIES:

Project Management Skills | DEIB Event Planning | e-Learning Experience | DEI Strategic Planning | DEI Consulting | Program Management Skills | Keep up with DEI Industry Trends | Cross-Collaborative Skills | DEI Content Creation | Community Engagement | Racial & Social Justice | DEI Program Design | Virtual Training Experience | Excellent Communication Skills | DEI Event Management | Data Collection | Public Relations | Strong Problem-Solving Skills | Implement Best Practices | Workshop Facilitation | Talent Attraction | Thought Leadership | Talent Acquisition | Microsoft Suite | Google Apps | Quantitative & Qualitative Analytical Skills | Internal Communications Skills | Performance Management

#### CREDENTIALS / EDUCATION / ORGANIZATIONS

**Certifications:** Diversity & Inclusion (D&I) Certification – Cornell University, 02/2021  
DEI & Organizational Change Certificate – EIDA Center, 12/2022  
Certified Translation Professional – Global Translation Institute, 09/2015

Diversity & Inclusion in the Workplace – University of South Florida, 06/2021  
Certified Diversity Professional – The Society of Diversity, 07/2021

**Education:** Graduate Certificate, Latin American and Latino Studies, University of Louisville

Master of Arts (MA), Spanish Language and Culture, University of Louisville  
*Tutored at the Campus Learning Center / Volunteered at Backside Learning Center (Churchill Downs)*

Bachelor of Arts (BA), Spanish Language and Culture, University of Louisville

**Organizations:** The Society of Diversity, 2021 to Present / American Translators Association, 2006 to Present

#### PROFESSIONAL EXPERIENCE

**Senior Program Manager, Center for DEI, Kentucky Chamber Foundation, Frankfort, Kentucky    11/2022 to present**

- Create Organizational DEI Climate Survey for Kentucky businesses & design marketing campaign to prepare to launch in the Summer of 2023. Collaborate with KYStats on data storage and creation of a results dashboard.
- Develop content for Center for DEI bilingual monthly newsletter around history & heritage months along with Center for DEI initiatives.
- Create and launch leveled DEI Toolkits for Kentucky business based on their place on the DEI continuum.
- Provide DEI consulting services to Kentucky business leaders.
- Curate materials & collaborate with Bellarmine University on developing DEI virtual workshops for Kentucky businesses to create a level of accountability for employers.
- Collaborate with Canopy to design DEI education materials for their virtual education certification program, tailoring content to Kentucky businesses.
- Design curriculum and facilitate DEI learning sessions for the Center's DEI Academy, a 3-day retreat-like experience tailored to Kentucky CEOs and DEI Officers to raise awareness on DEI in the Workplace. Create related materials—participant handbooks, DEI-related framework one-pagers, feedback survey. Analyze data from surveys to improve the experience for the next cohort.
- Collaborate with business and education leaders on development strategies in bringing DEI initiatives to their workplaces.
- Facilitate DEI workshops & deliver presentations around cultural humility for Kentucky employers around the state.
- Educate business leaders on inclusive organizational policies, including performance evaluations, benefits, and promotions, among others.

- Collaborate with DEI team members to manage the DEI Academy budget and project plan.
- Collaborate with DEI team members to plan, promote, and host MBE certification events for minority-owned businesses.
- Collaborate with Chamber Foundation colleagues on bringing a DEI lens into their talent pipeline and workforce recovery work.
- Create an intake form for Chamber Foundation to triage client needs and determine how the Foundation teams can collaborate to create a successful engagement with a given client.
- Participate and present to Center for DEI's Task Force.

#### Independent Consultant, D&I Strategists, Remote, Contract

06/2021 to Present

Design adult learning sessions and focus groups on white-bodied people in the race conversation. Facilitate learning sessions over Zoom to allow white-bodied people to explore their own whiteness and identity and power in a white supremacy culture. Present participants with actionable steps to continue this conversation with others in their own personal networks. Create consulting services frameworks based on D&I Strategists philosophy.

- Co-facilitate an organizational people operations culture session for Crossroads Rhode Island to help diagnose root causes of cultural issues.
- Participate as a team member in the Practitioner Power Hour to create community with other DEIB practitioners.
- Thought partner in the request for proposals (RFPs) process and needs assessments of clients for this scaling company.
- Curate DEI resource library for use with clients.
- Co-facilitate conversations around race and DEI topics in The Break Room via Zoom.

#### Spanish Teacher; Co-Coordinator DEI, Saint Xavier High School, Louisville, Kentucky

08/2010 to 07/2022

Teach variety of Spanish language classes for an average of 20-25 students per classroom. Deliver innovative, creative remote lesson plans in virtual classrooms through Schoology & Google (LMS platforms) and Zoom in a fast-paced environment. Collaborate with department colleagues on vertical curriculum development, and instructional design centered on proficiency in Spanish through experiential learning and simulations with emerging technologies. Work diligently to foster an educational atmosphere that is more inviting, inclusive, and conducive to student success by modeling desired values and performance standards. Provide guidance and mentorship to students from historically underrepresented communities and at-risk groups. Provide strategic direction to leadership, run point on DEI internal communications, and serve as DEI subject matter expert (SME). Provide DEI-related project management.

**ALLIANCE FOR HUMANITY:** Took over this dormant club of 5-6 students and grew it into an impactful, nurturing student affinity group (ERG) of 50+ students and faculty members by building relationships. Orchestrated highly attended Zoom events and weekly meetings. Obtained incredible guest speakers sourcing from community leaders and personal networking; inspiring speakers included Representatives Charles Booker & Attica Scott, representatives of higher education, non-profit directors, and business leaders. Created strategic partnerships with local schools to open access to additional speakers, a Black Student Union, and provide student advocacy. Planned, sought funding, and executed the school's first-ever Diversity Week. Provide event coordination/logistics for educational programming and campus community events, provide subject matter expertise, and serve as DEIB point of contact. Coordinate and execute advocacy campaigns including inclusion and allyship for our LGBTQIA+ students, hosting keynote speaker Stachelle Bussey from The Hope Buss for Black History Month to help the student body see the big picture. Connect students with community outreach opportunities. Responsible for curating social media for ERG affinity group.

**DIVERSITY COMMITTEE:** Played key role in forming committee in 2020 with the mission to drive positive cultural change while making the school a more inclusive environment and weaving DEI into institutional fabric. Influenced hiring practices and recommended processes to improve talent attraction sourcing pipelines and employee retention. Instituted DE&I programming across curricula in collaboration with teachers. Provide leadership updates on DEI goals and learning initiatives via consultation. Provide navigation to leadership and faculty on DEI-related matters.

- Influencing school administrator to change discriminatory hairstyle policy and language requirements.
- Develop training materials for DEI workshops with learning objectives & facilitate training for St Xavier faculty.
- Design holistic DEI strategic plan for St. Xavier to develop vision, strategies, and goals for employee engagement, professional development, management strategies, organizational change, and inclusive climate for business stakeholders.
- Improved collecting information for DEI key metrics reporting, benchmarking, data analysis, and documentation by launching data-driven climate surveys for students and faculty for action planning purposes.
- Partnered with Admissions Office to attract potential Latiné students for recruiting purposes while attending local education recruitment fair in the Latiné market.

- Trusted to assist with hiring decisions within the Spanish Department; learned human resources operations practices.
- Provide mentoring and coaching for new World Language Department hires.
- Won TS Borders Emerging Educational Leader Award in 2016.
- Attended E3 Master Educator Seminar for DEI in education. Presented learned topics at St. Xavier.

**Freelance Certified Translator / Owner, Cardinal Translation Services, Louisville, Kentucky** **09/2008 to 12/2018**

Translating, editing, and proofreading a variety of materials from Spanish<>English, including marketing materials and advertisements, human resources employee manuals, HR operations documents, presentation visuals/graphics, PowerPoint presentations, educational programming curriculum, social work grant-based research, mental health, behavioral health, newsletter materials, legislation and financial services documents, social sciences documents, migration documents, and training collateral. Met all deadlines while delivering high-quality on-site interpretation services. Optimized client satisfaction and repeat business through strong client relationships, attention to detail and employer brand, follow-up, quality control, and a deadline-driven approach. Learned Adobe and Trados translation computer software.

**LouieConnect.com: Translated 50,000 words for Family Scholar House while developing mobile/web app for locals in distress.**

Completed project 3 months earlier than expected, meeting deadlines in time for public launch. Provided Spanish voice-over for promotional video.

**Business Manager, Economy Aquatic Gardens, Louisville, Kentucky** **01/2008 to 07/2010**

Gained management experience by supervising the staff at this retail store. Involved in hiring/interviewing staff members and vendor procurement. Maintained external communications and brand strategy/marketing such as company website information, social media presence, and drafting of blog/newsletters, all with a customer focus. Provided budget management and was responsible for daily operations support. Responsible for maintaining vendor relationships and creating purchase orders. Responsible for business operations, sales, and provided general administrative support, including scheduling and calendaring, data entry and record keeping, and provided customer service and technical assistance. Provided service cost estimates to clients.

<b>Past Success:</b>	<b>Spanish Lecturer, Indiana University</b>	<b>08/2007 to 12/2007</b>
	<b>Spanish Lecturer, University of Louisville</b>	<b>08/2006 to 05/2007</b>
	<b>Spanish Translator, Cobalt Publishing / Enlace Spanish Yellow Pages</b>	<b>01/2006 to 06/2006</b>

**VOLUNTEER EXPERIENCE**

- **Board Member**, Nativity Academy at St. Boniface, July 2022 – June 2025
- **Community Board Member**, The Hope Buss, January 2023 – present
- **La Casita Center**, General support volunteer, April 2022 – present

## Professional References

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Other references are available upon request.