

STRENGTHS

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Board Coordination
Meeting records stayed clear and current during busy advisory cycles, a practice that helped members leave with shared next steps.
- ♥

Community Trust
Partner organizations returned for follow up conversations, reflecting steady communication and care for resident needs during service discussions.
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Facilitation
Difficult discussions became more focused after action items were captured clearly, giving participants a practical path forward.
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Administrative Flow
Colleagues sought help with schedules and records when priorities shifted, and simple workflow changes kept work moving.
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Equity Focus
Outreach work centered access barriers faced by residents, with resource information organized so more people could find support.

SKILLS

- Community Engagement

Board Coordination

Public Administration

Meeting Facilitation

Program Support

Documentation

Stakeholder Communication

Administrative Operations

Relationship Building

Community Advisory Boards

SUMMARY

Community engagement professional with more than six years supporting public service programs, advisory groups, community boards, and **administrative operations**. Coordinates meetings, agendas, records, calendars, logistics, follow up, and resource materials that help residents and partner organizations participate effectively. Builds trusted relationships across diverse communities, internal teams, and **organizational leadership** through clear communication and consistent follow through. Prepares reports, summaries, documentation, and action items that support program planning and informed decisions. Facilitates discussions with varied participants and connects community members with appropriate public resources. Supports **equity focused initiatives** through organized processes, respectful engagement, and practical access improvements. Brings a Bachelor of **Public Administration**, current public service administration training, and a collaborative approach suited to hybrid public sector operations.

EXPERIENCE

- Community Engagement Coordinator**

Community Partnership Office 📅 March 2022 - Present 📍 Madison, Wisconsin

Coordinates advisory meetings, engagement programs, records, schedules, resource materials, and follow up for local public service initiatives. Supports community access, leadership decisions, and communication across diverse residents, partner organizations, and internal teams.

- Coordinated advisory board agendas and records, giving community programs clearer meeting follow through.
 - Built partner relationships across diverse organizations, improving communication pathways for residents and staff.
 - Prepared program **reports** and summaries, helping leadership connect engagement findings with planning decisions.
 - Facilitated community discussions and documented action items, keeping participants aligned after difficult conversations.
 - Managed calendars, logistics, and resource materials for engagement activities across multiple concurrent priorities.
 - Supported outreach initiatives that connected residents with **public resources** and improved service access.
- Administrative Program Specialist**

Civic Resource Center 📅 June 2019 - February 2022 📍 Green Bay, Wisconsin

Supported **administrative operations** for public facing programs, workshops, community sessions, and recurring reviews. Organized records, requests, deadlines, communications, and workflow improvements that helped staff deliver consistent community services.

- Supported public program operations, keeping recurring community services organized for staff and participants.
 - Maintained program records and review documentation, making information easier for teams to retrieve.
 - Coordinated workshops with internal and external partners, aligning schedules, materials, and participant communication.
 - Tracked requests, deadlines, and priorities, helping staff respond consistently during busy program periods.
 - Created participant communications that clarified session details, resources, and next steps for **community members**.
 - Improved support workflows through practical process changes, giving staff smoother daily coordination.

Meeting Coordination

Report Preparation

Resource Access

Diverse Group Communication

Equity Focused Initiatives

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Community Engagement Coordinator at Community Partnership Office (4.5 Years)

Administrative Program Specialist at Civic Resource Center (2.7 Years)

PROJECTS

Community Resource Access Plan 📅 2026

Created a structured engagement plan connecting community members with appropriate public resources. Coordinated stakeholder input, organized service information, and clarified follow up steps for more accessible support.

Advisory Board Records Initiative 📅 2024

Organized board documentation, meeting records, action items, and reporting practices. The initiative gave participants and leaders a clearer shared record for follow up and program planning.

LEADERSHIP & AWARDS

- Recognized by community program colleagues for dependable meeting coordination and clear participant follow up.
- Selected for trusted administrative support during public service workshops and recurring community sessions.
- Praised for respectful communication across diverse groups and steady handling of competing program priorities.

EDUCATION

Bachelor's Degree in Public Administration

University of Wisconsin Madison 🎓 GPA: 4.0 📅 2019 📍 Madison, Wisconsin

Coursework: Public administration, organizational management, community programs, policy analysis

CERTIFICATIONS

- Public Service Administration Certificate 📅 2026
- Community Engagement Administration Certificate 📅 2026

TECHNICAL SKILLS

- **Engagement Programs:** Community outreach, advisory boards, public resources
- **Meeting Administration:** Agendas, calendars, logistics
- **Board Documentation:** Minutes, action items, records
- **Reporting Tools:** Program reports, summaries, tracking
- **Communication Methods:** Participant notices, partner updates, follow up
- **Public Administration:** Administrative operations, service coordination, program support
- **Stakeholder Relations:** Community organizations, internal teams, leadership
- **Workshop Coordination:** Community sessions, schedules, resource materials
- **Workflow Management:** Requests, deadlines, priorities
- **Equity Initiatives:** Access planning, inclusive engagement, diverse communities

PROFESSIONAL AFFILIATIONS

- Public administration professional community, Madison, Wisconsin.
- Community engagement and public service peer network, Wisconsin.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST