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## EXECUTIVE PROFILE

19-5426

**Managing Director**, with 23 years' experience in business and economic development to small to mid-sized businesses. Serve as a business development consultant for clients through coaching, entrepreneurship training and integrated strategic growth planning. Assist clients in entrepreneurial development; start-ups, business expansion, capitalization and loan process. Facilitate business seminars and workshops through well-developed curriculum. Demonstrated expertise in financial statement analysis; track record of developing fundable business plans, \$4MM+. Excellent writing, communication and presentation skills. Fluent in English and Spanish.

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## AREA OF EXPERTISE

**PROGRAM MANAGEMENT****BUSINESS DEVELOPMENT ANALYSIS/START-UPS****ANALYTICAL & QUANTITATIVE SKILLS****FINANCIAL SOLUTIONS DEVELOPMENT****HIRING AND RECRUITMENT****BUDGETING/AUDITING****TEAM LEADERSHIP****BUSINESS EXPANSION****PARTNERSHIP RELATIONS****STRATEGIC RESEARCH & ANALYSIS****PROCUREMENT OF GOVERNMENT CONTRACTS****GRANT MANAGEMENT**

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## PROFESSIONAL EXPERIENCE

**WOMEN'S BUSINESS DEVELOPMENT CENTER****Chicago, IL • 2011– PRESENT****MANAGING DIRECTOR ENTREPRENEURIAL SERVICES**

Manage Entrepreneurial Services team throughout three offices in Illinois. Provide technical assistance, entrepreneurial training, financial education, and loan assistance to entrepreneurs with a special focus in low to moderate income communities.

- Responsible for oversight and management of \$900k in government and corporate grants
- Manage Access to Capital Program with \$2.8 million in micro loans, over 200 jobs retained or created
- Develop, coordinate and facilitate entrepreneurial training with over 600 trained
- Secured over \$1mm in new government grants
- Foster and maintain relations with community-based organizations, media, city and county government, and financial institutions

**SMALL BUSINESS DEVELOPMENT CENTER/UCF****Kissimmee, FL • 2007–2011****AREA MANAGER/BUSINESS COUNSELOR**

Provided business counseling and training to prospective and existing small businesses; assisted 600+ businesses in Osceola County. Consulting services for start-up and second stage businesses, review of business plans and analysis of business financial statements. Advise clients on business development, business planning and support capitalization efforts and economic growth. Facilitate workshops and seminars for business expansion, improving cash flow and competitive strategies within target industries. Report to Regional Director, one direct report.

- Assisted businesses in securing funding for start-ups and business expansion
- 25% increase in existing business owners utilizing business development services
- Exceeded 2011 goal by securing \$2.0MM in business funding for clients through SBA Loan Program

**CITY OF ORLANDO****Orlando, FL • 2006 – 2007****CONTRACT COMPLIANCE INVESTIGATOR**

Monitored the participation of both Minority and Women (M/WBE) owned firms for City of Orlando contracts, providing the maximum opportunity to participate effectively in the bidding process for contracted services. Conducted site audits, compilation and analysis of data and the preparation of statistical reports. Raised awareness of M/WBE Certification program and advocate on behalf of firms interested in obtaining contracts with the City of Orlando.

- Ensured compliance and full commitment toward objectives of bidding process.
- Analyzed data relevant to compliance program; reviewed status of potential contracts.
- Monitored plans to meet objectives – advertising, marketing and outreach to minority owned businesses.

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## **EDUCATION**

**Bachelor of Science, Finance – Northeastern Illinois University, Chicago, IL**

Business Analyst Certification 2010

International Trade Certification – Association of America's Small Business Development Centers

NX Level Certification

Inspire Chicago Leadership/EDGE Training, JP Morgan Chase 2018

Fellow Chicago Latino Caucus Foundation Leadership Academy 2018

## **SPEAKING ENGAGEMENTS/MEDIA**

*BizWomen* – Biz Column, 2018-present

*Reflejos* – Business Column, 2014 – 2018

Mexican Consulate – “How to Develop a Business Plan”, 2013

Hispanic Business Initiative Fund – “How to do Business with Government Agencies” 2010

Congresswoman Corrine Brown – 3<sup>rd</sup> Annual Job Fair “Marketing 101”, 2010

State of Florida Office of Supplier Diversity Conference – Marketing Your Business, 2009

## **AWARDS/COMMITTEES**

Board Member, Northwest Side Housing Center CDC, 2019- present

Advisory Board Member, Women In Comedy 2018- Current

Women's Business Center of Excellence SBA Regional Award, 2018

Impact Award, Chicago Foundation for Women, 2018

Vice Chair Osceola County Enterprise Zone Development Agency, 2008 – 2011

Finalist “Women in Business” La Prensa Newspaper 3<sup>rd</sup> Annual Hispanic Women Making A Difference, 2010

Honorary Board Member Hispanic Business Council, Kissimmee/Osceola Chamber of Commerce, 2009 – 2011