

VANESSA MUÑIZ

Email: vnsamuniz@yahoo.com

EDUCATION

San Francisco State University <i>Master of Public Administration, Emphasis in Non-Profit Management</i>	Present – Dec. 2007
Mount St. Mary's College <i>Bachelor of Arts, Psychology</i>	1998-2001
Leadership Northern Tulare County	2002-2003
CSL Development Training	2005
Emergency Teaching Credential	2002- Present

EXPERIENCE

United Way of the Bay Area, Earn It! Keep It! Save It!

Program Associate San Francisco, CA 03/06 - Present

Provide support to the Program Director in the management of Alameda and Contra Costa EKS Campaigns. Assist in the strategic design and implementation of asset building strategies to expand the scope and impact of campaign. Contribute to and write grant proposals and reports. Write sub-contract agreements and manage payment to funded partners. Develop, prepare and distribute reports which track and document campaign activities. Manage campaign data collection procedures and analysis. Create program presentations/collaterals. Make presentations about program to funders, partners, board of directors, and steering committees. Assist in the development, planning and presentation of year-end coalition retreats and other events. Compile materials and write end of season campaign report. Maintain communication with funders, grant recipients, partners and provide technical assistance to site coordinator's and volunteers. Coordinate, prepare and facilitate meetings: agendas, action items, presentations, minutes, etc.

LINC TELACU Education Foundation, Scholarship Program

Scholarship Program Assistant Los Angeles, CA 03/05- 12/05

Provide direct support to the Scholarship Program Director. Assist in the development of project proposals, recommendation and implementation of plans for the following projects: Freshman Scholar seminars, Leadership Retreat, Workforce Preparation Seminars, and Grad School Preparation Seminar, scholarship renewal interviews, new scholarship interviews, special awards interviews and Annual Scholarship Dinner fundraiser. Maintain open communication with scholars, university/college contacts, and general public. Coordinate, prepare and support meetings: agendas, action items, presentations, minutes, etc.

Martha's Mexican Restaurant

Owner/Manager Tulare, CA 09/03-03/05

Strategic planning and implementation of small business plan to guarantee a successful business. Plan consisted of: marketing, advertising, networking, and superb customer service training. With implementation of the latter, sales consistently rose an average of three percent monthly. Operational management consisted of scheduling, budgeting, accounting, inventory, and staff management.

Cutler-Orosi Joint School District

Youth Development Coordinator

Orosi, CA

07/02- 9/03

Management of 1.5 million dollar 21st Century Grant designated to fund youth development programs serving all students in the district. Coordinate and facilitate student field trips, monthly family movie nights, staff meetings, and other enrichment activities. Liaison between school staff, contracted part-time staff and the Director of Community Services (supervisor). Organized all district expulsion hearings as well as provided family counseling and guidance to students in disciplinary cases. Prepare reports highlighting implications of findings. Developed after school attendance procedure that became best practice procedures district wide. Keynote speaker at Women's Conference, average rating 9.5 on a 10 scale.

Adult Education Teacher

Orosi, CA

01/02- 12/04

Taught ESL classes to adult Spanish speakers. Independent High School Diploma Program teacher for adults wanting to attain their high school diplomas. Developed innovative lesson plans that incorporated every day language to raise the level of retention. Identified key learning issues and program deficiencies in an effort to create program efficiency, student retention and continued participation.

COMMUNITY INVOLVEMENT

Women's Initiative Volunteer Connector, Volunteer with United Way of the Bay Area, Cutler-Orosi Kiwanis Club: President Elect, Cutler-Orosi AYSO: Registrar, Cutler-Orosi Vision Committee: Founding Board Member, soccer coach, catechist.

SKILLS

Bilingual (fluent in Spanish & English). Computer programs: Word, Excel, PowerPoint, Outlook, Publisher, Internet Explorer. Administrative skills, document translations, data entry and analysis, event planning and coordination, grant writing and reporting and extensive fundraising experience.