

Luis Nunez

Profile

- Extensive administrative management expertise.
- Well versed in new program implementation and management.
- Excellent communication skills with the ability to motivate and direct efforts of others; highly methodical approach to responsibilities with outstanding follow-through skills.
- High trouble-shooting skills, documentation and technical writing abilities.
- Expertise in seeking external funding sources and implementation of programs to meet goals and objectives.
- Keen sense of personal drive and initiative; dedicated team player.

Education

The University of Texas at El Paso--Bachelor of Arts in Criminal Justice/Psychology.

Professional Experience

September 2010 to Present

Self-Employed

- Caregiver, responsible for attending to the specific needs of a disabled person by meeting the individual health care such as but not limited to patient's care, maintain clean, fed and safety.
- Researched, developed and reviewed grant proposals to state, federal and private agencies, as independent contractor.
- Provided income tax preparation for private individuals.

February 2008-September 2010 Ysleta del Sur Pueblo El Paso, Texas

Program Director

- Provided supervision and direction to 15 employees in 8 different programs through training, guidance, planning, work schedules and performance appraisals to achieve best service delivery practices.
- Directed and operated the employment and training program through section 166 Workforce Investment Act (WIA) of the Department of Labor which prepares participants for the workforce through education, training, job preparedness and job placements in 122 counties in the western half of Texas.
- Established a strong partnership with the Ysleta del Sur Pueblo's Economic Development Department to offer extensive entrepreneurship programs.
- Developed and implemented a diversified strategic cross-training plan for all staff in order to meet goals and objectives of the WIA, JOM, HE, Pre-K, Library, IBM, VITA and Financial Education programs to afford wrap around services.
- Coordinated the on site Volunteer Income Tax Assistance program which assisted over 700 low income families obtained Earn Income Credit, Child Tax Credit, Additional Child Tax Credit and Educational Credits.
- Compiled and developed the department 3 year strategic plan.
- Served as Academic and Financial Aid Advisor for the Higher Education and Alternative Higher Education Programs that provided financial assistance to tribal patrons.

- Secured state, federal and private funding by evaluating and maintaining compliance with various mandated regulations.
- Worked very closely with state and federal auditors during program reviews and resolved any audit-finding deficiencies in order to be in compliance with the Code of Federal Regulations.
- Researched, developed and reviewed grant proposals to state, federal and private agencies.
- Collected and maintained programs statistical and demographic data used in obtaining grants.
- Developed and managed budgets for 8 different programs.
- Prepared and submitted monthly, quarterly and yearly reports that maximized accountability.
- Implemented programs policies and procedures.
- Maintained a close liaison with various local community base programs, WIA Employers, EPCC, UTEP, NMSU, Local Educational Agencies, New Mexico Native American Pueblos and other National Tribes.

September 2007-December 2007 Tennen Jobs Services El Paso, Texas

Recruiter

- Specialized in placements for high-qualify engineers and professional individuals.
- Interviewed applicants to obtain work history, education, training, job skills, compensation needs and other qualifications to maximize placement for potential candidates.
- Matched individual knowledge, skills and abilities to career goals and employer needs for a successful, long-term placement.
- Utilized online recruiting sources to identify and recruit candidates.
- Initiated contact with possible qualified candidates for specific job openings.
- Marketed potential candidates to current and prospective clients.

October 2005-November 2006 Encore Staffing Services El Paso, Texas

Staffing Coordinator II

- Reviewed applications and interviewed applicants to obtain work history, education, training, job skills, compensation needs and other qualifications to increase placement opportunities for potential candidates.
- Matched individual knowledge, skills and abilities to career goals and employer needs for a successful, long-term placement.
- Utilized online recruiting sources to identify and recruit candidates.
- Initiated contact with possible qualified candidates for specific job openings.
- Marketed potential candidates to current and prospective clients.
- Established and maintained rapport with clients by obtaining feedback on candidates, new starts/assignments ending, service status, new business, marketing candidates, generating additional job orders and other relevant matters.
- Networked with local businesses and non-profit agencies to expand employer pool for placement purposes.
- Maintained payroll records in compliance with the state and federal regulations.
- Ensured payroll functions were performed in accordance to established policies and procedures.

- Attended client visits, facility tours, and participated in proposals/sales presentations to clients.

October 1997-June 2005 Ysleta del Sur Pueblo El Paso, Texas

Program Director

- Established the new Education Library Center that provides educational programs to tribal patrons.
- Provided supervision and direction to 12 employees in 7 different programs through planning, work schedules and performance appraisals.
- Served as Academic and Financial Aid Advisor for the Higher Education and Alternative Higher Education Programs that provided financial assistance to tribal patrons.
- Implemented an educational delinquency prevention program to increase positive factors, improve life skills and reduce or eliminate negative factors that lead juveniles into the justice system.
- Secured state, federal and private funding by maintaining compliance with various mandated regulations.
- Researched, developed and reviewed grant proposals to state, federal and private agencies.
- Collected and maintained programs statistical and demographic data used in obtaining grants.
- Developed and managed budgets for 7 different programs.
- Prepared and submitted monthly, quarterly and yearly reports that maximized accountability.
- Implemented programs policies and procedures.
- Planned and developed program activities.
- Obtained federal and state exemplary recognition for 3 programs.
- Maintained a close working relationship with various local community base programs, EPCC, UTEP, NMSU, Local Educational Agencies, New Mexico Native American Pueblos and other National Tribal Education Programs.

1995-1997 El Paso Community College El Paso, Texas
Developmental Education/C.A.I.

Student Assistant 1

- Assisted program participants with their academic needs by utilizing various learning materials such as T.A.S.P. remediation groups, and assured each individual completed the mandated hours required by the State of Texas.
- Presented oral presentations for groups of 30 or more students regarding program information.
- Provided orientations for students, faculty and staff on Computer Assistant Component System (Plato).
- Managed the office, including data entry of students records, maintain files, and produce student/instructor and T.A.S.P. progress reports.
- Conduct periodic in-office inventories of office equipment.

1992-1995 El Paso Community College El Paso, Texas
P.A.S.S. Program

Tutor

- Assisted program participants with their academic needs by using different learning tools.
- Instructed group/individual presentations on Time Management, Textbook Skills, Note Taking, Test Taking and Math Anxiety.
- Assisted the Learning Facilitator in maintaining and submitting student's progress records.
- Issued appropriate referrals and follow-ups when students needed assistance not provided by program.
- Followed suitable operating and record keeping procedures.

Community Service

1998-2001—Co-Chair for the New Mexico Tribal Higher Education Commission. The Commission's main goal is to seek alternative funding resources for Higher Education Native American Students.

2003-2010—Earned Income Tax Credit Campaign Site Coordinator and Volunteer. Prepare free income tax and provided financial education to low-income families in the El Paso County.

2003-2010—Advisory Council Member for the Coalition for "Strong Families Strong Future" Campaign. Served as Chairperson for the Volunteer Committee.

Special Skills

Bilingual in English and Spanish.

Other Skills

Computer Literate: Windows 2007-XP, Excel, Access, Word, Power Point, and Word Perfect 2002. Type 40 wpm.

Reference

Excellent Professional and Personal references furnished upon request.