

Diana Amparo Jiménez

PROFESSIONAL EXPERIENCE

Weingart Foundation

Los Angeles, CA

Program Officer, Housing Justice

Sept. 2023-present

- Implement Housing Justice strategy to increase housing production and preservation for Southern California residents, reporting to CEO.
- Work alongside CFO and Program Related Investments Officer to execute grantmaking and impact investing strategies.
- Craft programming alongside funder and public sector partners to increase funding streams to multifamily development projects.
- Liaise with Real Estate corporations to employ philanthropic capital to be a catalyst for housing production.

Conrad N. Hilton Foundation

Los Angeles, CA

Program Associate, Homelessness Initiative

Dec. 2021-Sept.

2023

- Act as a thought partner with Program Officers and external partners around grantmaking and learning sessions with the Vice President of Programs and Strategy, Directors, and Board Members. Co-create site visits with grantees and convenings with external partners.
- Collaborate with the communications team and external consultants to create print and digital content for board members, Foundation leadership, and grantee partners.
- Provide guidance to grantees on expenditure reports and project budgets for complex public and private programs with the goal to reduce homelessness. Manage narrative and financial reporting requirements via Giving Data, Asana, Sharepoint, and Microsoft Suite.
- Liaise with monitoring and evaluation partner to share grant data utilized to assess strategy progress. Collaborate with Strategy and Learning officers to craft project measures alongside grantee partners.

T.R.U.S.T. South LA

Los Angeles, CA

Community Land Trust Project Manager

Feb. 2021-Dec.

2021

- Establish and maintain partnerships with CDFIs, commercial banks, and philanthropy for viable loan products and grants to secure creative financing for the purchase and rehabilitation of multifamily buildings.
- Research and develop accessible popular education of limited equity co-op conversion strategies to build tenant pathways for home ownership.
- Author letters of support, public comment, host panels, and build relationships with elected officials in support of local, state, and federal advocacy toward economic, environmental, and racial justice (SB 1079, Measure J, SB 679, American Rescue Plan Budget Advocacy City and County).
- Develop project proformas and schedules. Led site identification and feasibility analysis of 60+ properties, launch acquisition + rehabilitation of acquired sites.

- Coordinate, document, and facilitate escrow closings alongside brokers, seller's agents, lenders, and public agencies administering subsidy sources.
- Collaborate with land trusts and CDC partners statewide to develop policy, funding, and implementation strategies for community ownership of housing and land.
- Mentor staff to produce Surplus Land Act research, streamline Community Benefits Agreement implementation, co-author economic just recovery report for South LA; hire, supervise, and maximize budget with Emergency Rental Assistance Program staff.

Brilliant Corners

Fund Development Associate

Los Angeles, CA

Oct. 2019-Jan. 2021

- Craft grant proposals and draft project budgets for a \$180M organization that provides supportive housing to people experiencing homelessness.
- Successfully completed vendor outreach for L.A. County COVID-19 emergency response team to implement food distribution for residents of supportive housing with the highest risk of exposure. Liaised with restaurant owners, corporate grocery executives, and the statewide Grocers Association to recruit vendors for the countywide pilot program created by the public-private collaboration with County health agencies.
- Created a mechanism to track regional and statewide organizational advocacy around homelessness, housing, and criminal justice policy.
- Composed organization-sponsored public comment and external communications utilizing qualitative and quantitative data for mission-aligned policy proposals by California, L.A. County, and L.A. City legislatures.
- Lead liaison and project manager for collaboration with Supportive Housing Development division. Managed coordination between Fund Development, Case Management, and Housing Development departments to craft competitive grant applications: led to the award of Housing Authority City of LA Project Based Vouchers (2020) and \$7.85M of Housing Trust Fund and No Place Like Home funds.

Department of City Planning CA

Assistant Planner
2019

Los Angeles,

Aug. 2017-Oct.

- Managed 30 housing and commercial development projects per month, and prioritized project timelines by accounting for funding deadlines, and entitlement expirations. Ensure project compliance with CEQA mitigation measures imposed by planning entitlements.
- Utilized geographic information system platform, ZIMAS, and LA Municipal Code to convey technical planning knowledge to the public. Taught complex planning concepts to applicants with a range of expertise. Employed fluency in Spanish to deliver culturally competent responses to residents.
- Served on an intra-divisional taskforce to develop innovative outreach strategies for Angelenos least engaged in Planning Department processes (Policy Updates, Public Hearings, and Open Houses) due to language access, bureaucratic barriers, and inaccessible documents.
- Collaborated in the creation of and served as voice-over actor for Community Plan Update video published on DCP website to increase citywide engagement in the revised policy process.
- Analyzed Assessment of Fair Housing document. Summary and analysis were utilized by Senior

Planning staff to provide policy comments to partner agencies: HCIDLA and HACLA.

- Provided revisions to Boyle Heights Community Plan Update, edited to increase readability for the public via updated graphics, clear language and applicability to development projects.

LEADERSHIP DEVELOPMENT & COMMUNITY ENGAGEMENT

American Planning Association

Los Angeles, CA

Young Planners Co-Director and Member

Sept. 2018-Oct. 2019

- Produced “Long Beach Counts” a 2020 Census event geared toward planning professionals, residents and community leaders to coalesce around the importance of the 2020 Census in creating resource-rich communities. Served as moderator and lead logistics planner for the program—engaged 2 Community-Based Organizations, 1 National Organization, and Long Beach Census Coordinator. Served as statewide blueprint for future community-based programming for the California Planning Association.

Women's Foundation California *Funder's Policy Institute Graduate*

Nov.

2022

Southern California Grantmakers *Fundamentals of Effective Grantmaking*

Oct.2022-March

2023

Northern California Grantmakers *Rising Leaders Cohort Member*

Jan.-June

2023

SKILLS & EXPERIENCE

- Spanish, Fluent (Reading, Writing, Speaking/Presenting)
- Microsoft Suite: Outlook, Teams, Asana, Excel
- Advanced Canva Content Production
- Content Production for Tiktok, Instagram (including Reels)

EDUCATION

University of Southern California, Sol Price School of Public Policy

Los Angeles,

CA

Bachelors of Science Policy, Planning, and Development – Sustainable Planning Emphasis

TED CHANDLER

Ted Chandler is Senior Managing Director – Strategic Initiatives for the AFL-CIO Housing Investment Trust (HIT) with 30 years of experience in housing finance and community development, including 15 years with Fannie Mae and six years with the Boston Redevelopment Authority (BRA). From 2009-2018, he served as Chief Operating Officer of the HIT. As Senior Managing Director, he assists in overseeing the company's operations in key markets across the country. Mr. Chandler is also instrumental in launching HIT's community investment initiatives. Mr. Chandler is a member of the Portfolio Management, Investment, and Valuation Committees.

As Vice President of marketing for Fannie Mae's Western Regional Office in Pasadena, CA, Mr. Chandler was responsible for managing relationships with national mortgage banking customers. Previously at Fannie Mae he served as Vice President of Housing and Community Development for the western United States, and before that as Director of the Boston Partnership Office. During his time with the Boston Redevelopment Authority, Mr. Chandler served as Chief Executive and Chief of Staff. He was later Deputy Executive Director of the Massachusetts Industrial Finance Agency (now MassDevelopment).

Mr. Chandler is past Chair (2015-2018) of the Board of the National Housing Conference; vice chair of the Board of Heartland Capital Strategies; and a former member of the advisory board of the Taubman Center for State and Local Government at the Kennedy School of Government, Harvard University. He is a founder and Director Emeritus of the California Housing Consortium.

PROFESSIONAL EXPERIENCE

AFL-CIO Housing Investment Trust | Jun 2009 - Present

Senior Managing Director | Mar 2021 - Present | Pasadena, California

Managing Director/Regional Operations | Jan 2019 - Jun 2021

Chief Operating Officer | Jun 2009 - Jan 2019

- Set overall policy as a member of the Executive Division
- Led operating divisions with Housing Investment Trust: Multifamily Investment, Marketing and Investor Relations, Communications and Labor Relations
- Chaired the Portfolio Management Committee

Fannie Mae | Dec 1994 - Jun 2009

Vice President, Marketing

Vice President, Housing and Community Development (Western US)

Director, Boston Partnership Office

- Responsible for Mortgage Backed Securities business with national mortgage banking customers in Western US
- Managed business technology marketing group and real estate/business research group
- Oversaw customized mortgage lending for affordable housing
- Managed loans to public entities including redevelopment agencies and housing authorities
- Directed construction loan participation and single family equity investment businesses
- Led communications and public affairs initiatives
- Managed network of ten local offices across Western US

Massachusetts Industrial Finance Agency | Feb 1993 - Nov 1994

Deputy Executive Director | Feb 1993 - Nov 1994

- Served as General Counsel and Chief Financial Officer
- Managed Mortgage Insurance Fund

Boston Redevelopment Authority

Director, Chief of Staff | Sep 1986 - Dec 1992

- Held various positions at City of Boston Planning and Urban Renewal Agency
- Served as Acting Director from January to September 1992

VOLUNTEER LEADERSHIP

National Housing Conference Chairman | Jun 2015 - Jun 2018

Abode Communities Vice Chairman | Jun 2014 - Jun 2021

Taubman Center for State and Local Government, Harvard Kennedy School of Government Member of the Advisory Board | May 2011 - Jun 2018

Heartland Capital Strategies Vice Chair | Feb 2019 - Dec 2021

EDUCATION

Stanford Law School Juris Doctor (JD), Law | 1986

Harvard University Bachelor of Arts (BA) | 1982

DR. NOHEL C. CORRAL

SUMMARY OF QUALIFICATIONS

Over 18 years of formal leadership experience in management positions and more than three years of experience as a community college faculty member. Demonstrated experience and passion for collaboratively and innovatively working with highly diverse students, staff, faculty, and administrators.

EDUCATION

DOCTOR OF EDUCATION (Ed. D.) – Adult Learning and Leadership

John E. Roueche Center for Community College Leadership
Kansas State University
Manhattan, Kansas, 2019

MASTER OF SCIENCE (M.S.) – Counseling

Emphasis: Student Development in Higher Education
California Community College Graduate Certificate
California State University, Long Beach
Long Beach, California, 2007

BACHELOR OF ARTS (B.A.) – Sociology and Spanish Minor in

Physical Education: Athletic Coaching
University of California, Santa Barbara Santa
Barbara, California, 2004

PROFESSIONAL EXPERIENCE & QUALIFICATIONS

EXECUTIVE VICE PRESIDENT, STUDENT SERVICES

Long Beach City College | Long Beach Community College District, March 2021 – Present

The Student Services Division at Long Beach City College provides comprehensive supports, services, and courses designed to help students and prospective students connect, enter, progress, and complete with a certificate, degree, or transfer to a four-year university. The areas in the Division include Counseling and Student Support Services, Enrollment Services, Student Affairs, Student Equity (including Entry Services), and Athletics. The Division is committed to providing opportunities for awareness and understanding of diversity, equity, and inclusion through an anti-racist lens.

Leadership and Delivery of Programs and Services

- Provide vision and collaborative leadership in the direction, planning, assessment and administration of student services and educational programs that promote innovation and success
- Collaborate with instructional and student services departments in developing/implementing support services to increase student enrollments, persistence, completions and personal development
- Provide leadership and direction in the implementation of California Community College Chancellor's Office categorical programs and initiatives such as the Student Equity and Achievement program (SEA Program), Student Equity, Basic Needs, AB 19, AB 2, Disabled Students Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), CalWORKS
- Utilize data to inform service delivery, resource requests, grant applications, and strategic

direction of programs, services, and courses

- Provide leadership and direction in the creation, modification, and implementation of Board Policies and Administrative Procedures in Student Services such as student grievance and Title IX processes
- Serve as the administrative representative in various college, community, state, and national programs/events and partnerships promoting student success and equity

Personnel and Supervision

- Represent the Superintendent-President on college committees, meetings, and interviews when scheduling conflicts arise
- Responsible for the leadership and supervision of over 40 full-time faculty, 70 part-time faculty, 20 administrators and 120 classified professionals within Student Services
- Chair hiring committees for executive and administrative level positions and participate in final interviews as the hiring authority for a wide range of positions
- Recommend personnel actions to the Board of Trustees in consultation with the Superintendent-President and Executive Cabinet
- Support personnel in receiving safety, crisis, and service delivery trainings throughout the Division as appropriate

Budget and Funding

- Oversee and direct the Student Services expenditures and budget monitoring of the general, categorical, and grant funds totaling over \$15 million
- Serve as budget administrator for SEA Program, AB 19, and other state and federal grants
- Lead successful administration of grant applications culminating in the awarding of grants such as TRIO and the Gang Involved Youth grant by the U.S. Department of Education
- Ensure compliance with federal, state, and local regulations (e.g., Title IV (Financial Aid), Title IX, Categorical Programs, TRIO, SEA Program, OMB Circulars, Title 5, California Education Code)
- Review and finalize the California Community Colleges Chancellor's Office budgets and reports through the SSARCC/NOVA systems

Planning and Institutional Effectiveness

- Direct and oversee the annual department, school, and vice president-level planning for student services involving students, staff, faculty, and managers
- Ensure department, school, and vice president goals are measured, assessed, and inform improvements where appropriate
- Support resource requests that contribute to the accomplishment of departmental and school goals in alignment with institutional priorities
- Ensure department, school, and vice president-level plan goals are in alignment with the college's mission and Strategic Plan
- Serve as a member of the Accreditation Steering Committee and as the administrative tri-chair for the Standard II.C Committee, assisting with writing, gathering evidence, and preparing for the ACCJC site visit in spring 2022

Community Engagement

- Serve on the Long Beach College Promise Steering Committee in partnership with the Chief Executive Officers (CEOs) of Long Beach Unified School District, Long Beach City College, and California State University, Long Beach.
- Serve as a team member for the California Guided Pathways Project as the college continues to implement and scale guided pathways (Viking Pathways)
- Partner with community-based organizations to provide programming, special events, and housing supports for students and their families (e.g., Jovenes, Showers of Hope Housing Project, Raise the Barr, Centro CHA, Long Beach Mayor's Office)
- Conduct interviews and meet with community constituencies to strengthen partnerships, share best practices, and success stories of our students and employees
- Serve as the Region 8 representative for the California Community Colleges Chancellor's Office Student Equity and Achievement Program (SEAP) Workgroup

Participatory Governance and Committees

- Serve as a member of the President's Executive Cabinet
- Co-chair for the Reopening Task Force Steering Committee working with constituent group leaders from AFT, CHI, LBCCFA, Management Association, student leaders and others as the District responds to the pandemic and needs of students and employees
- Serve as a member of Academic Council where Academic Senate Executive Committee and Academic Affairs and Student Services administrators meet monthly during the academic year to discuss academic and professional matters (e.g., 10+1)
- Serve as a co-chair the Student Success Committee with the Academic Senate President and as a member on campus-wide participatory governance committees such as College Planning Council (CPC), Budget Advisory Committee, Hiring Priorities, Framework for Reconciliation, Enrollment Management, \$30 Million Gift Advisory Committee, and Viking Pathways (Guided Pathways) Taskforce
- Serve on facilities user groups for planning, relocation, implementation of programs and departments at both LAC and PCC as new facilities and/or renovations take place
- Support the strengthening of existing and creation of new employee affinity groups providing a forum for feedback, growth, and an opportunity to improve institutional processes and policies

DEAN, COUNSELING AND STUDENT SUPPORT SERVICES

Long Beach City College | Long Beach Community College District, August 2014 – February 2021

The school of Counseling and Student Support Services includes the following departments in a two-campus, single college district: Assessment/Placement, Articulation, CalWORKs, Counseling, Career Services, Disabled Students Programs and Services, Dreamer Services, Dual Enrollment, Learning Communities (PUENTE/UMOJA), Long Beach College Promise, New Student Orientation, Probation/Dismissal, Student Equity and Achievement Program (formally Basic Skills Initiative, Student Equity, and SSSP), Transfer Center, TRiO, Upward Bound, Viking Advantage (First Year Experience), Welcome Center, and instructional Counseling and Career courses.

Development and Delivery of Student Services

- Provided vision and collaborative leadership in the direction, planning, assessment and administration of student support services and educational programs that promote innovation and student success

- Collaborated with instructional and student services departments in developing/implementing support services to increase declared majors, persistence, completions, and enrollments (e.g., Guided Pathways)
- Oversaw, supported, and participated in local and state-wide College Promise efforts, including the transition from Promise Pathways to the new First Year Experience program (i.e., Viking Advantage)
- Directed the implementation of the Student Equity and Achievement program (SEAP) locally, regionally, and at the state level
- Coordinated the development and growth of Success Teams at the college, bridging partnerships between Student Services and Academic Affairs to holistically support students
- Collaborated with Counseling Department Heads to ensure data-informed coordination and approval of the schedule of counseling and career course sections each term
- Participated in Title IX trainings, served as a Title IX investigator, and assisted in conduct-related issues for the college
- Provided administrative support for campus events, celebrations, and community partnerships to promote student success and the college as a viable option for the community at-large

Personnel and Supervision

- Oversaw and was responsible for the recruitment, hiring, supervision, evaluation, development, and promotion of over 40 full-time faculty, 20 part-time faculty, nine administrators, and 80 support staff in areas of responsibility
- Chaired hiring committees for positions such as Dean of Enrollment Services, Director of Disabled Services Programs and Services (DSPP), Athletic Director, Director of Football Operations, Counseling faculty, Academic Administrative Assistants, and other classified, faculty, and management positions
- Recommended personnel actions to the Vice President of Student Services; directed, supervised, and evaluated the school's faculty and classified staff
- Ensured personnel receive safety, crisis, and service delivery trainings

Budget and Funding

- Oversaw preparation, monitoring, and expenditures of general fund, categorical, and grant funds totaling over \$9 million
- Served as budget administrator for Student Equity and Achievement Program, California College Promise Innovation Grant, and other state and federal grants
- Sought external funding to support recruitment, retention, and student activities (e.g., corporate and non-profit sponsorships and Foundation support)
- Ensured compliance with federal, state and local regulations (e.g., EOPS/CARE, DSPP, CalWORKs, TRiO, SSSP, OMB Circulars, Title 5, California Education Code)

Planning and Institutional Effectiveness

- Directed and oversaw the department planning and school planning for the Counseling and Student Support Services areas to help inform the vice president-level plan
- Ensured identified goals for areas were measured and assessed to inform improvements as needed
- Supported resource requests that contributed to the accomplishment of departmental goals in alignment with institutional priorities

- Ensured department and school plans developed were in alignment with the college's mission and Strategic Plan
- Oversaw assessment plans for student learning outcomes and service unit outcomes

Community Engagement

- Served as the co-chair for the Long Beach College Promise Counseling/Advising Committee working collaboratively with Long Beach Unified School District (LBUSD) and Cal State Long Beach (CSULB) partners
- Served as a team lead in one of eight pathways in partnership with LBUSD and CSULB (Governor's Innovation Award)
- Partnered with community-based organizations to provide programming and special events for students and their families (e.g., Centro CHA, Long Beach Immigrant Rights Coalition, Long Beach Mayor's Office)
- Chaired the Region 8 Student Equity and Achievement Program partners (formerly Student Success and Support Program – SSSP) meetings and hosted yearly convening at LBCC
- Served as Region 8 representative for the California Community Colleges Chancellor's Office SEA Program workgroup and member of the California College Promise Grant Workgroup

Participatory Governance and Committees

- Served as a member of the President's Extended Executive Cabinet
- Served on the District Negotiating Team for both part-time faculty and full-time faculty negotiations
- Led workgroups (e.g., Matriculation Conversion and Retention/Completion) as part of the President's Senior Leadership Team
- Serve on campus-wide participatory governance committees such as College Planning Council (CPC), Curriculum, Department Plan/ Program Review, Hiring Priorities, Department Heads, Student Success, Enrollment Management, Academic Council, Viking Pathways (Guided Pathways) Taskforce, Vice President's Level Planning Group and Sabbatical
- Served on Facilities user groups for planning, relocation, and implementation of programs and departments at both LAC and PCC campuses
- Served as a member of the college's COVID-19 Taskforce to develop a response and transition plan for student services and instruction, and worked with local and state public health officials to provide regular and updated information to the college community

INTERIM DEAN, COUNSELING, ADVISING AND MATRICULATION

Skyline College | San Mateo County Community College District, January 2013 – January 2014

The Counseling, Advising, and Matriculation division includes the following departments: Assessment, Articulation, CalWORKs, Counseling, Career Services, Disability Resource Center, EOPS/CARE, Learning Communities, Matriculation Program, One-Stop Student Services Center, New Student Orientation, SparkPoint at Skyline College, Student Success and Support Program, Student Employment, Transfer Center, TRiO, and an instructional component.

- Provided leadership and development for the division's counseling programs and other student services
- Planned, implemented and evaluated competency and needs assessments of students to determine

the types of counseling and advising services required

- Developed, implemented, and evaluated methods to monitor student progress
- Served as college lead on implementing the Student Success and Support Program (SSSP) services
- Directed the development and implementation of Counseling Division curriculum and class schedules
- Oversaw hiring of the division's faculty and classified staff; recommended personnel actions to the Vice President of Student Services; directed, supervised, and evaluated the division's faculty and classified staff
- Organized, conducted, and collaborated on a variety of services including in/outreach and orientation
- Collaborated with appropriate college staff and faculty to ensure course and program articulations were kept current
- Directed and participated in timely and accurate reporting required by the college, district, federal, and state agencies
- Facilitated successful grant applications for the division while managing new and existing grants
- Served as an active member of the College administrative team to address college-wide issues, concerns, and planning
- Organized and led annual division planning and budgeting process in concert with college goals
- Managed a total budget of \$3.9 million including Fund 1 (general), Fund 3 (categorical), Parcel Tax, and federally funded grants
- Provided leadership for departmental program reviews and annual plans
- Provided leadership in staff/faculty development, including regular meetings of counselors, the division, and retreats
- Collaborated with Student Services staff and Vice Presidents in support of continued integration of student services with instructional services in order to strengthen the delivery of academic, career, and employment services
- Chaired and/or served on a variety of college and district-wide committees such as co-chairing the Basic Skills Initiative, Stewardship for Equity, Equal Employment, and Diversity (SEEED), College Council, College Budget, and Institutional Planning
- Served as writing lead on the Accreditation team leading to institutional reaffirmation in fall 2013
- Worked effectively with a variety of groups that include members of the community, businesses, government, and legislative representatives to develop and maintain partnerships while building bridges for students, the institution, and the community as a whole

DIRECTOR, LEARNING CENTER AND TRIO STUDENT SUPPORT SERVICES (SSS)

Skyline College | San Mateo County Community College District, August 2010 – Jan 2013, Jan 2014 – July 2014
(Served as Interim Dean of Counseling, January 2013 - January 2014)

The Learning Center empowers students to be responsible, active learners through a close collaboration among faculty, staff, tutors, and students. The Center provides academic support for all students at the college.

- Provided leadership and day-to-day management of the Learning Center and TRiO program

- Planned and executed unit goals and objectives for the Learning Center in collaboration with staff and faculty
- Promoted Learning Center and TRiO program services to the college and local community
- Wrote TRiO grant, annual performance reports and other forms of time sensitive verification for the college and the U.S. Department of Education
- Maintained currency with bargaining agreements, District, state, and federal policies and regulations serving first generation, low-income and/or disabled students
- Collaborated with faculty and administrators in the facilitation and supervision of the various Learning Center labs
- Oversaw all aspects of hiring, submitted personnel requisition and action forms for Board approval, and supervised faculty, classified staff, graduate tutors, Supplemental Instruction leaders, and peer tutors
- Provided leadership, training, and professional development for Learning Center staff and faculty
- Collaborated with Student Services and Instructional Services to facilitate pre-collegiate programs, steward academic success of low-achieving populations, and deliver special programs and services assisting students with entry, progress, and completion
- Led program review, unit planning, SLO development and assessment, and served as writing lead for Accreditation
- Provided leadership in conflict resolution to find positive solutions for students, staff, department, and the institution

COUNSELOR/INSTRUCTOR, TRIO STUDENT SUPPORT SERVICES

Skyline College | San Mateo County Community College District, August 2009 – August 2010

The TRiO program serves over 330 first-generation, low-income, and disabled students whose goal is to earn an associate's degree or certificate and transfer to a four-year college within four years.

- Provided personal, academic, and career counseling to students
- Facilitated New Student Orientations, Student Success, TRiO, and Learning Center workshops in a variety of subjects
- Worked closely with learning communities including Puente, Gateway, Hermanos, ASTEP, and Kababayan programs
- Collaborated with departments and agencies to provide students with financial, health, and personal resources
- Co-advised the TRiO Student Club and coordinated TRiO events
- Served on campus committees and participated in Counseling division program review
- Tracked TRiO students and services to ensure program objectives were met
- Taught Counseling 100 courses, collaborated with other COUN 100 instructors, and incorporated career assessments

COUNSELOR, GENERAL

Berkeley City College | Peralta Community College District, August 2008 – July 2009

Berkeley City College (BCC) offers a wide range of professional counseling services for prospective and

enrolled students. Services include academic, career, and personal counseling and referrals to other on-campus services.

- Provided academic, career, and personal counseling to a diverse student population including those in special programs
- Facilitated the matriculation process for students by interpreting placement results, clearing matriculation holds, and assisting students with registration of courses
- Assessed students' academic needs and assisted them in developing Student Educational Plans
- Worked with four-year universities and their articulation agreements to ensure successful transferring for students
- Co-coordinated the UC Berkeley Concurrent Enrollment Program providing UCB courses for BCC students
- Collaborated with local high schools and strengthened the concurrent enrollment program
- Served on campus and district committees such as the TRiO Grant, Cohort Counseling, and Campus Technology

ADJUNCT COUNSELOR/ INSTRUCTOR

Skyline College | San Mateo County Community College District, August 2007 – August 2009; June 2014 – August 2022

Skyline College counselors support students with information to better prepare and explore opportunities, alternatives, establish priorities, and develop a plan of action for students' future.

- Provided personal, academic, and career counseling to students in general counseling
- Provided transfer, graduation, and certificate requirement information to a diverse student population
- Facilitated New Student Orientations, Student Success Workshops, and Student Athlete Workshops
- Taught COUN 100 and Career 650 courses focusing on college and life success, career exploration, personality assessments, resume writing, and interviewing skills
- Served on the Basic Skills Initiative (BSI) committee focusing on multicultural teaching and First Year Experience
- Went through semester long online teaching certification training (STOT) and have taught/currently teach College Success online asynchronous

PROGRAM SERVICES COORDINATOR, HERMANOS PROGRAM

Skyline College | San Mateo County Community College District, August 2007 – August 2008

The Hermanos Program was designed to address the academic and psycho-social needs of 30 Latino high school males at South San Francisco high school in North San Mateo County by providing academic instruction, mentoring, and family support.

- Coordinated all aspects of the program including instruction, mentoring, and incorporating family into the program
- Created a marketing plan to solicit the participation of 30 Latino high school students that were deemed "at-risk" of not graduating

- Coordinated concurrent enrollment for 60 high school students at Skyline College
- Created and facilitated orientations, workshops, and special events in the community
- Assessed students' improvement in developmental and cognitive areas through Student Learning Outcomes (SLO)
- Assisted in the transition of 60 high school students from high school to college

ASSISTANT DIRECTOR, STUDENT CENTER FOR PROFESSIONAL DEVELOPMENT

California State University, Long Beach | California State University System, October 2004 – July 2007

The Student Center for Professional Development (SCPD) provides access, academic support, and resources to business students through mentoring programs, workshops, events, scholarships, and leadership opportunities.

- Provided assistance and support in the implementation of the SCPD activities including five year-long mentoring programs and one professional development certificate program serving over 300 business students
- Assisted in the day-to-day activities related to outreach services, orientation processes, and special events at selected elementary schools, high schools, community colleges, and universities
- Co-taught a Business Communications course for 35 College of Business students focusing on themes such as resume writing, cover letters, preparing for an interview, and business etiquette
- Created and stewarded partnerships with over 24 corporations such as Mitsubishi Motors, Smith Barney, Pi Capital, The Boeing Company, North Western Mutual, and UPS
- Recruited professionals and community members to assist in students' academic and professional development
- Created and implemented silent auction fundraisers to raise over \$10,000 for SCPD Book Drives
- Partnered with Cerritos College to facilitate a mentoring program for potential transfer students interested in CSULB

RELATED SKILLS and EXPERIENCES

Languages

Fluent in Spanish

Computer Skills

Proficient in PeopleSoft, BANNER, WebSmart, Moodle, Canvas, Cranium Café, DegreeWorks, Blumen Database (TRiO), SARS GRID/Track, Microsoft and Adobe applications, Omni Update, Nuventive Improve (TracDat), CurricuNet, SSARCC (NOVA) system, NeoGov, Data warehouse, and a variety of Counseling resources

Professional Development and Presentations

- Region 8 Representative on the *SEA Program Workgroup* (formerly *Student Support Services Program Advisory Council*) for the *California Community Colleges Chancellor's Office*, 2015 – Present
- Chair, Region 8 for the *Student Equity and Achievement Program* partners, 2017 – June 2022

- Guest Lecturer, Kansas State University, *John E. Roueche Center for Community College Leadership*, 2019 - 2022
- Participant, American Association of Community Colleges (AACC), *98th Annual Convention*, 2017
- Participant, American Association of Community Colleges (AACC), *John E. Roueche Future Leaders Institute*, 2016
- Presenter, Chief Student Services Officers/ California Community College Chancellor's Office, *College Promise, Moving from Access to Success*, 2016
- Presenter, California Community College Chancellor's Office Student Success Conference, *Infusing Technology to SSSP Service Delivery*, 2016
- Presenter, California Community College Chancellor's Office, *SSSP New Director's Training Panel*, 2016
- Council for Opportunity in Education (COE), *Federal Regulations Training*, 2009 – 2014
- Student Success and Support Program (SSSP), *Implementation Conference* (Sacramento), 2013
- Research and Planning (RP) Group, *Leading From the Middle Academy (LFMA)*, 2013
- University of California, *Ensuring Transfer Success*, 2010 – 2015
- RP Group's *Strengthening Student Success Conferences*, 2010 – 2013
- California Community College Chancellor's Office, *New Directors Training* (DSPS, EOPS/CARE/CalWORKs), 2012 – 2013 and 2017
- California Community College Success Network (3CSN), *Acceleration Conference* and Acceptance to Community of Practice hosted at Skyline College, 2011
- Presenter, NASPA/ ACPA, *The Neglected Majority: Student Development in Non-Residential Institutions*, 2007

LISA M.C. GOODEN

Transactional Commercial Real Estate Leasing Practice Specialist
with extensive in-house and top tier law firm experience representing owners, investors, tenants and other clients in commercial lease transactions throughout California.

EXPERIENCE

LAW OFFICES OF LISA M.C. GOODEN, Los Angeles, CA

PRINCIPAL: 5/2017 – to present. Part-time.

Provide transactional legal representation in commercial office, retail and industrial leases on Landlord and Tenant side representation; legal consultant to clients in the commercial brokerage and property management community (lease interpretation; lease forms).

CONSULTING:

LEGALPEOPLE, Los Angeles, CA

SENIOR ATTORNEY

05/2021 – 12/2021

Drafted, negotiated, and closed leases and handled ancillary documentation (commission agreements, SNDAs, Estoppels, Consents from Exclusivity Agreements, etc.) on secondment for a retail REIT, Acadia Realty, from LOI through negotiations & lease execution). Remote position.

ON CALL COUNSEL, Los Angeles, CA

COMMERCIAL LEASING ATTORNEY: 11/2019 – 08/2020

Expedited lease review and revisions for tenants via contract assignments of overflow leases from Attorney Laura M. Drossman. Highlighted key tenant-issues, drafted suggested revisions for technology, fitness, clothing companies on office, retail, industrial leases in San Francisco Bay Area, Greater Los Angeles and Arizona. Deals ranged in size from 500 sf to 200,000 sf.

GOODWIN PROCTER LLP, Los Angeles, CA

SENIOR ATTORNEY: 8/2015 – 5/2017

Represented landlord and tenant clients as a member of firm's Business Law Department with drafting and negotiating approximately 500,000 sq. ft. of office, retail, industrial leases and subleases in California and Illinois from letter of intent stages through closing.

DOUGLAS EMMETT INC. / SHERWOOD & HARDGROVE, Santa Monica, CA

SENIOR LEASING ATTORNEY/LEASING ATTORNEY: 3/2001 – 8/2015

Provided leasing transactional expertise exclusively for publicly traded and self-managed REIT with a portfolio of over 15.3 million square feet of commercial real estate. Drafted and negotiated leases, assignments, consents to subleases, non-disturbance agreements, and closed over 140 lease transactions annually across all DEI submarkets in Los Angeles and Honolulu in a high production environment to generate revenue.

PRIOR AFFILIATIONS

FSR BROKERAGE, INC. /FRED SANDS REALTORS/ COLDWELL BANKER RESIDENTIAL BROKERAGE,
Los Angeles, CA

TRANSACTIONAL ATTORNEY: 4/98 – 2/01

LOS ANGELES UNIFIED SCHOOL DISTRICT, Los Angeles, CA

LEGAL COUNSEL: 1/96 – 4/98

O'MELVENY & MYERS, Century City, CA

REAL ESTATE ASSOCIATE: 9/90 – 12/95

CREDENTIALS

J. D. NEW YORK UNIVERSITY SCHOOL OF LAW. 1990

Honors: Review of Law & Social Change, Journal Editor

B. A. CITY UNIVERSITY OF NEW YORK, QUEENS COLLEGE. 1986

Honors: Annual Award for Scholastic Excellence in Communications

California Bar, License #153319

California Real Estate Broker, BRE# 02132680

PROFESSIONAL ACTIVITIES AND VOLUNTEER WORK

CALIFORNIA LAWYERS ASSOCIATION, Real Property Commercial Leasing Sub-Committee

NEIGHBORHOOD LEGAL SERVICES OF LA COUNTY, Housing Rights Clinic for Tenant Fire Survivors

DISABILITY COMMUNITY RESOURCE CENTER, Past Board President, Governance Committee Chr.

NATIONAL COUNCIL ON SEVERE AUTISM, Parent Advocate

Jesús Alberto Hermosillo

RELEVANT EXPERIENCE

Campaign Specialist, October 2018 - Present

California Nurses Association – Glendale

I support campaigns for patient safety, adequate nurse staffing, and single-payer, universal healthcare; investigate company structures, legal histories and business networks, identifying points of leverage; and produce white papers on corporate greed in healthcare, detailing its impact on families and communities.

Research Consultant, September 2017 – March 2018

Worker Education & Resource Center – Los Angeles

I audited hundreds of Los Angeles County service contracts with third-party providers for the Los Angeles County Board of Supervisors, and made recommendations for insourcing as part of a pilot program. I also prepared budget and cost estimates for three service lines selected as candidates for insourcing.

Research Analyst, November 2014 – April 2017

Unite Here Local 11 – Los Angeles

I developed and executed campaign strategies to secure card-check/neutrality agreements in the hotel industry. I built diverse stakeholder coalitions, and engaged public officials, development firms and news media.

Organizer, May 2013 – November 2014

Change to Win Labor Federation, Retail Initiatives – Los Angeles

I supported an international drugstore campaign through worker organizing and information gathering, obtaining discreet photo and video evidence of business practices in hundreds of drugstores nationwide.

Research Coordinator, July 2010 – January 2012

Strategic Actions for a Just Economy (SAJE) – Los Angeles

I directed research to support campaigns for safe, affordable housing in South Los Angeles, producing policy papers and PowerPoint presentations based on tenant interviews about their housing conditions. I also wrote and taught civic lessons for the People's Planning School (using popular-education techniques), including lessons on tenant rights under the Los Angeles Rent Stabilization Ordinance (RSO).

Tenant Educator, June 2008 – August 2009

Inquilinos Unidos – Los Angeles

I developed and facilitated tenant-rights workshops at schools, churches, and community centers, mainly in Spanish, and staffed a weekly informational clinic for tenants dealing with an array of housing issues. I worked with landlords and City officials to secure home repairs through the Rent Escrow Account Program (REAP), and created bilingual, easy-to-read informational material for renters and landlords.

OTHER RELEVANT EXPERIENCE

Board Member, May 2019 – May 2021

Beverly-Vermont Community Land Trust (BVCLT) – Los Angeles

I supported the BVCLT's mission of promoting permanently affordable and community-owned housing through land decommmodification by developing job descriptions and recruiting the organization's first team of paid staff, and helping complete its first purchase of residential property as part of a County-supported community-land trust pilot program.

Founder and Organizer, January 2007 – June 2010

Residentes Unidos de Wyvernwood (RUW) – Los Angeles

I convened my neighbors to found RUW, a volunteer-based tenants' association opposed to the redevelopment of the 70-acre Wyvernwood Garden Apartments complex in Boyle Heights, which would have caused the displacement of 1,200 families. I facilitated neighborhood meetings to discuss proposed project, our rights as tenants, and attorney-advised strategies to avoid eviction. I reached out to other community organizations, including the East Los Angeles Community Corporation, Inner City Struggle, Unión de Vecinos, and the Los Angeles Conservancy, leading to the creation of Comunidades Unidas de Boyle Heights (CUBH).

Administrative Intern, June 2007 – May 2008

Housing Authority of the City of Los Angeles, Los Angeles

I served as the Section 8 program's community liaison for homeless-services agencies and advocacy groups. Generated demographic analyses using Excel.

EDUCATION

M.A., Urban Planning, 2012: University of California, Los Angeles

Area of concentration: Community Development and Built Environment

B.A., International Development Studies, 2006: University of California, Los Angeles

Ben Kurzius

SUMMARY

Proven housing industry leader with over a decade of experience in project origination, entitlements, financing, construction, and compliance. Longstanding interest in the relationship between large-scale social and economic trends, public policy, real estate markets, and the built environment with an emphasis on creation and preservation of housing to serve all income levels.

EXPERIENCE

VP Resyndication Project Manager

April Housing | Los Angeles, CA

June 2023 – Present

As the initial hire of a start-up team, developed internal policies and processes within a fast-paced environment, establishing an industry-leading affordable housing development firm within a year.

Helped lead a team of analysts and assistant project managers, directing all phases of the development process for preservation projects throughout the country.

Contributed expertise in LIHTC and other affordable housing programs to internal and external trainings, building the firm's intellectual capital and ensuring meaningful collaboration between departments and work streams to support the company's objective to create and preserve affordable housing.

Project Associate

MRK Partners | El Segundo, CA

June 2017 – May 2023

Project management in all facets of 4% and 9% LIHTC transactions, including acquisitions, due diligence, financial analysis, closings, construction management, and accounting/deal close-out.

Successfully obtained new sources of subsidy and debt financing from government agencies to ensure project feasibility, including initial research/networking, coordination of application process, and ongoing reporting.

Asset management during project timeframe; overseeing third-party property management and other vendors, benchmarking ongoing financial performance to developer and investor projections.

Financial Analyst

CBRE Affordable Housing | Seattle, WA

August 2014 – May 2017

Performed valuations of Section 8, Section 42 properties and partnership interests nationwide using a range of approaches including stabilized yield, value-add, rehabilitation with tax credits, and debt assumptions.

Analysis of property operations; review of rent and sales comparables and economic loss trends, operating expenses and short- and long-term capital needs.

EDUCATION

Master of Real Estate Development | University of Miami

Completed a core curriculum of finance, law, marketing, and construction management, with additional emphasis on multifaceted development proposals and innovation in land-use planning and design. Formed and led a team of four architects in the 2014 ULI Hines Competition, one of 11 to be awarded Honorable Mention among 163 entrants nationwide.

B.A. Geography (Urban Systems) | McGill University

Completed a multidisciplinary program of urban planning, human geography, land-use economics, architecture, and political science. Minor concentrations in Economics and Hispanic Studies.

GABRIEL LEAVELL

Executive Leader | Financial Oversight & Strategy | Community Engagement

Results-oriented executive with over 10 years of experience spanning technology ventures and real estate portfolio management. Proven ability to drive strategic initiatives, secure and manage significant capital (\$5M+ raised), optimize operations, and lead cross-functional teams to achieve measurable results. Expertise in data-driven decision-making, financial analysis, process improvement, and fostering stakeholder relationships. Committed to leveraging business acumen and leadership skills for positive community impact, particularly within the Los Angeles area. Seeking to contribute financial oversight and strategic planning expertise to the LACAHS Citizens' Oversight Committee

PROFESSIONAL EXPERIENCE

Vibe Video, Los Angeles | New York

2023 – Present

CPO | Cofounder

- **Strategy Planning & Execution:** Led the development and launch, aligning product roadmap with financial projections; secured \$350K+ in venture capital (exceeding targets by 50%) to fund strategic initiatives.
- **Data-Driven Performance Management:** Drove a 30% increase in user engagement post-launch through targeted release strategies based on performance data analysis.
- **Stakeholder Needs Assessment:** Conducted 100+ customer discovery interviews to ensure product-market fit, reducing time-to-market by 20% and aligning development with user needs.
- **Operational Efficiency:** Oversaw an 8-person cross-functional team, implementing agile methodologies that improved collaboration and accelerated development cycles.

NECx, Remote

2023 – Present

Entrepreneur in Residence

- **Strategic Analysis:** Led comprehensive market and trend analyses to inform programming strategies and identify new business opportunities aligned with organizational goals.
- **Program Development & Evaluation:** Generated and evaluated 50+ product ideas through workshops and brainstorming sessions aimed at enhancing user engagement and strategic positioning.
- **Cross-Functional Collaboration:** Partnered with engineering, marketing, and product teams to validate and launch new initiatives, ensuring rapid iteration and market viability.

Solo Funds, Remote

2022 – 2023

Product Manager (Growth Team)

- **Performance Optimization:** Implemented data-driven strategies based on user behavior analytics, achieving a 19% signup increase and a 15% retention improvement within three months.
- **Revenue & Engagement Growth:** Executed targeted reengagement campaigns boosting dormant-user activation by 27% and contributing to \$500K in affiliate revenue growth.
- **Process Automation & Efficiency:** Developed a full-stack web application automating manual tasks, improving output by 15% and saving an estimated 200+ operational hours annually.

Daze House, New York, NY

2019 – 2022

Founder; CEO

- **Capital Acquisition & Financial Management:** Secured \$2.5M in funding for boutique hotel projects six months ahead of schedule; managed project budgets and financial performance.
- **Revenue Growth & Partnership Development:** Boosted revenue by 40% through strategic partnerships and development of curated guest experiences (art shows, concerts, dining).
- **Community partnership:** work with local artists, artisans to highlight underrepresented communities locally.

GML Holding LLC, New York, NY

2018 – 2022

Founder; CEO

- **Global Real Estate Portfolio Management:** Oversaw a diverse portfolio of rental properties across three continents, maintaining a 90% occupancy rate through strategic market alignment and partnerships.
- **Financial Growth & Asset Management:** Raised \$1M+ for property acquisitions, expanding assets under management by 50% and increasing annual revenue by 35%.
- **Team Leadership & Service Excellence:** Managed a 40-person globally distributed team, improving customer satisfaction to 4.8/5 by implementing robust service protocols and training programs.

GSTA Corp, New York, NY

2016 – 2020

Co-Founder; CEO

- **Operational Scalability & Revenue Growth:** Drove average 30% annual revenue growth across 35+ managed property units through targeted scheduling and localized strategies.
- **Strategic Expansion & Financial Negotiation:** Expanded property portfolio by 40% through negotiated M&A deals; implemented cost-effective procurement strategies reducing setup expenses by 15%.
- **Market Development:** Expanded operations into new markets, achieving a 25% increase in client base through targeted outreach and enhanced guest experiences.

EDUCATION

University of Washington, Seattle

Bachelor of Business Management, Minor in Marketing

HONORS AND AWARDS

- **Patented Technology Innovator** – Vibe Video
- **NYCHA** – Change Maker Award
- **Project Management Professional (PMP) Certification**
- **Scrum Master Certification**
- **Alumni Awards** – University of Washington

LEADERSHIP FOR PUBLIC GOOD

- **NECx**, Innovation Workshop Leader
- **Artists for Change**, Volunteer Mentor
- **Real Estate Diversity Mentor**, Emerging Leaders Program
- **Southern California, Echo Park Community Leader** – various programs & initiatives

Fernando Ochoa

SKILLS AND ABILITIES

- Strong computer and technology skills - Excel, Google Suite, Adobe Creative Cloud, ArcGIS Pro
- Fluent in Spanish - writing, reading, and speaking
- Public policy analysis, Legislative/Regulatory advocacy, and Grant writing & administration

EDUCATION

September 2021 - June 2023 - University of California, Los Angeles (UCLA)

- Master of Public Policy (MPP) with a Labor and Employment policy emphasis

August 2017 - May 2021 - California State University, Long Beach

- B.A. Political Science (Cum Laude)

EXPERIENCE

March 2024 - Present - Political Director, SMART Local 105

- Leading the local union's strategic advocacy on local, state, and federal governmental body decision-making on housing and commercial development, as well as building decarbonization

June 2023 - March 2024 - Workforce Development and Grants Coordinator, Western States Council of SMART

- Secured over \$15M in grants from the State of California, US Department of Energy, and philanthropic sources to support the union's Apprenticeship Programs
- Managed regulatory advocacy efforts for Decarbonization programs in low-income communities in CA

September 2022 - June 2023 - Teaching Apprentice, UCLA

- Taught two courses in the Labor Studies Department - "Introduction to Workplace Studies" and "Immigration, Labor, and Higher Education"
- Teaching Assistant in the Luskin School of Public Affairs - "Cannabis Policy & Society"

June 2022 - September 2022 - Political and Public Affairs Rep, SMART Local Union No. 104

- Conducted qualitative research and developed targets to promote labor standards and state-approved apprenticeship program on community/specific plans

September 2021 - Present - Research Associate, California Foundation on the Environment and the Economy

- Conducted Labor, Energy, Technology, and Housing Policy research
 - Synthesized research into briefers for state legislators, appointed officials, and board members
 - Research included quantitative analysis comparing housing starts data in California and Japan

June 2020 - November 2022 - Associate, BT Strategies

- Managed clients' operational needs, performed research, and assisted with communications
 - Clients included SEIU Local 99, Teamsters, IBEW, and numerous candidates for local office

April 2020 - May 2020 - Organizer, Oregon AFL-CIO

- Coordinated the digital and relational organizing programs to mobilize union members in the electoral process

January 2020 - March 2020 - Regional Organizing Director (Southern California), Pete for America

- Implemented and directed organizing efforts set for Pete Buttigieg's presidential campaign with a focus on Long Beach, Orange County, San Gabriel Valley, South Bay, and South LA

February 2018 - June 2018 - Organizer, Katie Porter for Congress

- Coordinated volunteer efforts in the campaign office and organized volunteers in Orange, Tustin, and Irvine
- Spearheaded Latino voter organizing and outreach in a growing demographic in the district

January 2017 - September 2018 - Legislative Assistant, Long Beach Councilman Daryl Supernaw's Office

- Served as a liaison to residents and business owners assisting them with requests made to city departments
- Managed office communications - website, weekly newsletter, press releases, and memos

Danielle Okeith

Work Experience

Security Guard

Cornerstone Protective Services-El Segundo, CA
October 2024 to January 2025

Security Guard

AEG Worldwide-Los Angeles, CA
January 2023 to September 2023

- Patrolled assigned areas to ensure the safety and security of premises
- Monitored surveillance cameras and alarm systems, promptly responding to any suspicious activity or emergencies
- Conducted thorough inspections of vehicles, bags, and personal belongings to prevent unauthorized items from entering the premises

Caregiver

In Home Support Services (IHSS)-Los Angeles, CA
August 2022 to December 2022

- Provided compassionate care and support to elderly clients, ensuring their safety, comfort, and well-being

Sales Associate

Rainbow Shops-Los Angeles, CA
January 2021 to November 2021

- Built and maintained strong relationships with customers, resulting in a high rate of repeat business and referrals

Organizer

Young Women's Freedom Center-Los Angeles, CA
March 2021 to July 2021

Education

High school diploma

George Washington High School - Los Angeles, CA
March 2018 to June 2021

Skills

- Cash register
- Merchandising
- POS
- Computer skills
- Organizational Skills
- Communication skills
- Cashiering
- Surveillance
- Sales
- Retail sales
- Cash Handling
- Security
- Technology sales
- Retail Sales
- Phone etiquette
- Customer service
- Cash handling

Certifications and Licenses

Guard Card

CPR Certification

Driver's License

Armed Security License

LEGAL EXPERIENCE

Public Interest Law Project (Remote, located in Long Beach, CA)

Attorney, Full Time

May 2023 – Present

- Work with local legal services programs on housing justice and equitable land use through litigation, advocacy, and policy
 - Work includes: drafting motions and points and authorities to support affirmative litigation and case strategy; working with qualified legal service programs to advance equity and fair housing in land use; supporting community-based organizations with legal advice and advocacy for local housing justice campaigns including tenants' rights and fair housing; coordinating with consultants to provide technical support on research for a landscape scan and white paper

Legal Aid Foundation of Los Angeles (Long Beach, CA)

Attorney, Full Time

Nov. 2019 – May 2023

- Veterans Justice Center Attorney, March 2022
 - Conducted intake with unhoused and low-income veterans
 - Work included: issue spotting and providing counsel and advice in multiple areas of civil law (federal veteran administrative law, military discharge upgrade laws, state and local tenants' rights laws, federal subsidized housing laws, fair housing laws, state family laws, employment, and government benefits laws) and criminal re-entry law (expungement, and low-level traffic violation laws)
 - Represented veterans in administrative law proceedings
 - Work included: filing and appealing benefits claims before the VA, conducting legal research and writing, researching medical claims and reviewing hundreds of pages of documents and medical records, drafting legal arguments for lay person decision makers, and completing filing forms
 - Represented veterans in expungements
 - Work included: completing filing forms and collecting relevant supporting evidence, including declarations
 - Researched and contributed to amicus brief, filed with the Supreme Court of the United States
 - Drafted written advocacy comments in support of proposed state civil laws affecting veterans
 - Met with state legislative offices to advocate for legal-aid funding, during 2021 & 2022 state budget cycles
 - Collaborated with local veteran law attorneys to provide better services to low-income veterans
 - Supervised one paralegal and two law students: trained, reviewed, managed and edited their work
 - Ensured case compliance in support of federal grants
- Medical Legal Partnership Attorney, November 2019 – February 2022
 - Ran a legal clinic at the Los Angeles County Department of Health Services Long Beach Comprehensive Health Center
 - Work included: providing free legal services to patients at four county health centers, attending clinic staff meetings to promote services and respond to clinician questions, providing counsel and advice in multiple areas of civil law, representing clients in immigration administrative law processes (adjustment of status applications, green card renewal, FOIA requests, citizenship certificate replacement), drafting reasonable accommodation requests on behalf of tenants, providing Know-Your-Rights presentations to patients, and connecting clients to local social services resources
 - Conducted training on state tenant protection act for partnering attorneys and City of Long Beach employees
 - Supervised three paralegals and five law students: trained, reviewed, managed and edited their work
- Long Beach Housing Justice Coalition Member, June 2020 – May 2023
 - Provided counsel and advice to community-based organizations regarding housing advocacy including fair housing and tenants' rights
 - Commented on local housing laws at city council meetings
 - Drafted advocacy letters in response to proposed housing laws and administrative programs including the Long Beach Emergency Rental Assistance Program, the Long Beach Housing Element (Land Use Laws including Fair Housing requirements), and Long Beach Tenant Protection Laws
- Race Equity Initiative Subcommittee Chair, August 2020 – May 2023, Average 30 Members
 - Coordinated subcommittee meetings to gather internal data on race equity
 - Planned and implemented strategic plan for subcommittee goals
- Law Student Recruitment Committee Member, November 2019 – February 2022
 - Work included: interviewing, hiring and onboarding law student volunteers
 - Collaborated to develop LAFLA Equity and Inclusion Fellowship (paid equity summer fellowship for law students)
- LAFLA Union Grievance Chair & Executive Board Member, January 2022 – May 2023

- Work included: responding to union member grievances, advocating for union members in grievance processes, conducting legal research in employment law, and meeting with union executive board to strategize union rights

Inner City Law Center (Los Angeles, CA)

Staff Attorney

April 2016 – Oct. 2019

- Homeless Veterans Project Attorney, May 2017 – October 2019, caseload average 70
 - Ran a medical-legal partnership at the VA Long Beach Hospital in the Women's Mental Health Center
 - Work included: triaging all referrals, conducting intake, providing counsel and advice, coordinating with clinicians for expert medical opinions, reviewing medical records and documents, drafting legal arguments to lay person decision makers, and representing veterans in administrative law hearings
 - Obtained more than \$450,000 in retroactive benefits for veterans and thousands in future benefits
 - Reported to and met with project funders (Moss Foundation)
 - Trained law students and pro-bono attorneys on VA benefits laws, military discharge upgrade laws, and trauma-informed and client-centered lawyering practices
 - Created and co-chaired peer roundtable for Southern California veteran law attorneys and advocates
- Shriver Housing Attorney, April 2016 – May 2017
 - Trial Advocacy
 - Provided full representation for low-income tenants in eviction proceedings (covering contract, real property, and unlawful detainer laws)
 - Litigated three jury trials to verdict
 - Appeared in Los Angeles Superior Court hearings, weekly
 - Negotiated and settled hundreds of cases
 - Drafted and argued motions: included motions to compel discovery, motions for summary judgment, motions in limine, motions for judgment on the pleadings, and motions to set aside judgment
 - Propounded and responded to discovery requests, including depositions
 - Trial preparation: included witness preparation and drafted direct and cross examinations, drafted trial briefs and motions, drafted jury documents (jury instructions, voir dire questions, summary of the case, witness and exhibit lists, and verdict form)
 - Coordinated with homelessness service provider organizations
 - Provided counsel and advice at Strategic Actions for a Just Economy clinics for low-income tenants
 - Supervised two paralegals and two law clerks; trained, reviewed, managed and edited their work

Legal Aid Foundation of Los Angeles (Long Beach, CA)

Volunteer Attorney

March 2016 – April 2016

- Prepared pro per filings for Domestic Violence Temporary Restraining Orders at LAFLA Domestic Violence Clinic

Coalition to Abolish Slavery & Trafficking (Los Angeles, CA)

Pro Bono Attorney, average

May 2015 – Feb. 2016

- Represented CAST client in successful T-nonimmigrant status application

YWCA of Glendale (Glendale, CA)

Loyola Law School Public Interest Law Post Graduate Fellow

Sept. 2014 – Aug. 2015

- Provided free legal services to clients of domestic violence program
 - Work included: conducting intake and providing counsel and advice in family and immigration law, preparing family law filings and immigration applications (U-Visa and VAWA), and coordinating with case managers for client services
 - Represented client in final dissolution judgment
- Member of various coalitions related to domestic violence prevention and response
- Lobbied for domestic violence related bills with state legislative offices
- Hired and supervised legal intern: trained, reviewed, managed and edited their work
- Created law enforcement partnership plan toolkit for domestic violence coalition
- Employee of the Month – July 2015

Rainbow Services (San Pedro, CA)

Law Clerk, Summer Full Time

May 2013 – May 2014

- Conducted legal research and writing, drafted memoranda regarding domestic violence issues, and prepared immigration applications (U-Visa, VAWA)

Los Angeles County District Attorney's Office

Certified Law Clerk (Long Beach, CA)

Sept. 2013 – Dec. 2013

- Conducted 14 criminal preliminary hearings in Los Angeles County Superior Court, researched criminal procedure issues and wrote memoranda and prepared police officer and civilian witnesses for hearings

Law Clerk – Public Integrity Division (Los Angeles, CA)

May 2012 – Aug. 2012

- Analyzed and summarized volumes of documents, assisted with witness preparation, indexed evidence exhibits for trial, and assisted with jury observation during trial

Loyola Law School (Los Angeles, CA)

Research Assistant to Professor Priscilla Ocen

May. 2013 – Aug. 2013

- Researched case law, law review articles, and other sources regarding the reproductive rights of women of color and critical race theory and edited scholarly articles in Chicago Style citation

Disability Rights Legal Center (Los Angeles, CA)

Legal Extern

Jan. 2013 – May 2013

- Conducted client intake, provided referrals and brief services, and researched state and federal disability rights laws
- Wrote a federal complaint

The Alliance for Children's Rights (Los Angeles, CA)

Volunteer

Aug. 2010 – May 2011

- Pre-screened clients and conducted intake, and advocated for foster care funding for children with disabilities
- Presented case before administrative law judge and secured over \$4000 in retroactive benefits and thousands in future benefits

Caldwell Leslie & Proctor, PC (Los Angeles, CA)

Litigation Clerk

Aug. 2008 – Dec. 2009

- Supported complex civil litigation and pro bono cases by preparing hearing binders, and document review and indexing
- Assisted with former foster youth adoption hearing

EDUCATION

Loyola Law School, Los Angeles

Juris Doctor

May 2014

- Trial Advocacy: Hobbs Trial Advocacy District Attorney Clinic; Judge Stephen O'Neil Trial Advocacy Mentoring Program
- Activities: Juvenile Rights Project Co-Coordinator; Student Union Planning Committee; Civil Rights Litigation Seminar; Iraqi Refugee Assistance Project
- Board Member: Public Interest Law Foundation; Black Law Students Association

California State University, Fullerton

Bachelor of Arts, Communications, cum laude

May 2008

- Honors: Dean's List 2006-07
- Activities: Study Abroad: Florence, Italy; American Collegiate Moot Court Association Competition

ADDITIONAL EXPERIENCE & INTERESTS

Independent Redistricting Commission (Long Beach, CA)

Alternate Commissioner

Jan. 2021 – May 2, 2025

- Participated in drafting city council voting districts for the City of Long Beach
 - Attended 30 commission meetings, including commission retreat
 - Trained on California Brown Act, Roberts Rules of Order, California and Federal Election and Redistricting laws
 - Reviewed written public comments and maps, and listened to hours of community testimony

Undergraduate Moot Court Competition (Fullerton, CA)

Volunteer Practice Judge

2015 – Present (annually)

- Review competition case problem regarding constitutional issues and cases
- Attend practice competitions as volunteer appellate judge, questioning students during oral advocacy, and critiquing their oral arguments and providing constructive feedback

National Institute of Trial Attorneys Trial Advocacy Training (5-day training)

40 Hour Domestic Violence Training Certificate

Favorite Travel Locations

- Japan (Tokyo, Kyoto), France (Paris, Arles), Italy (Florence, Pisa), Holbox Island, Mexico, and New Orleans, LA, USA
- Travel wish list: Falkland Islands, and Greece