

*** FORM FIELD DATA***

Name: **L. Fernanda Mejia Arroyo**

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Occupation : **Family Engagement and Outreach Supervisor with the Oregon Child Development Coalition**

Biggest Issues: **I think APRC needs more diversity. It needs people that bring new and fresh ideas to the table. Some issues I would like to see addressed are: 1) Dog park on the other side of town 2) New community pool 3) Homeless shelter 4) More kids and beginners mtbiking trails**

Govt Experience: **I have not**

NonGovt Experience: **I don't have any non-governmental experience but I believe I have ideas that I can bring to the table. I'm passionate about the outdoors and how they can make a community healthier.**

Educational background: **I have a bachelors in International business and a Master in Management**

Interest in this position : **I would love to bring new ideas to the table and also give back to the community**

Availability: **Yes**

Additional Information : **I moved here in the fall of 2010. I'm originally from Guanajuato, Ashland's sister city. I received a full scholarship from the Council of Science and Technology of Mexico to pursue my master's degree and with the Amistad program between the University of Guanajuato and SOU I was able to enroll here. I am an active member of the mountain bike community and a coach with Ashland Devo**

Resume Upload file: **Fernanda Mejia-Resume225140534.DOCX**

Signature: **Laura Fernanda Mejia Arroyo**

LAURA FERNANDA MEJIA ARROYO

OBJECTIVE

To accomplish a highly rewarding career in a challenging and healthy work environment where I can use my skills and knowledge for the growth of the organization.

SUMMARY OF QUALIFICATIONS

- 10 years experience working for non-profit agencies
- 2 years experience working for the government of the State of Guanajuato
- 2 year experience working for Bike Mexico Magazine as a contributing writer

EXPERIENCE

OREGON CHILD DEVELOPMENT COALITION **August 2015-Present** *Ashland, OR*
ERSEA FAMILY AND COMMUNITY PARTNERSHIP SYSTEM SUPERVISOR

- Eligibility, Recruitment, Selection, Enrollment and Attendance – Meeting and maintaining 100% of funded enrollment for all county programs in accordance with Head Start Performance Standards and Agency guidelines; managing family recruitment activities in all service areas prior to start-up; collaborating with Family and Health Services on the completion of enrollment packets prior to start-up; coordinating and assisting with enrolling families into the program; reviewing all enrollment documentation to determine eligibility and ensure compliance with Agency guidelines; being responsible for recruitment of children with disabilities to ensure 10% of county's enrollment to meet federal criteria; entering ERSEA data into STATUS; overseeing Average Daily Attendance and monitoring this with the Family and Health Service Supervisor; ensuring team approach is utilized in all recruitment activities; responsible for development of a recruitment plan for county programs.
- Family and Community Partnership Development – Participating in local community advocacy and supporting networks that provide services to families served by the program; encouraging parent participation in all programs; scheduling calendar of parent events for program year in conjunction with all other program service areas; coordinating parent events based on family interest questionnaires; involving parents in community activities and groups; monitoring literacy funds and parent activity funds to set up literacy.
- Maintaining system tracking, documentation and provision of resources – implementing systems for training and tracking volunteer participation; ensuring all relevant Parent Involvement information is entered into STATUS and/or SAMOA; maintaining documentation and accurate records related to Parent Involvement services areas; ensuring establishment and maintenance of Parent Resource Room and encouraging parents to use the resources provided.
- Development of community outreach and partnership building; participating in gathering and compiling Community Needs Assessment; attending community meetings; identifying areas for Resource Development and organizational capacity building; developing Interagency Agreements, Memorandum of Understanding and contracts; developing a monthly newsletter for parents and community.

SOUTHERN OREGON HEAD START **October 2012-August 2015** *Medford, OR*
BILINGUAL ENROLLMENT SPECIALIST

- Recruitment, application, and selection – Carry out the recruitment, application and selection procedure in accordance with State, Federal and Policy Council guidelines
- Filing – Sort cross reference, and file letters, reports and other documents
- Translate documents from English to Spanish and Spanish to English
- Appointments – Make, track and follow through on appointments and information received for such
- Referrals – Set up, send and maintain referrals
- Supplies – Manage, order and inventory supplies

- Trainings and Meetings – Cross train in variety of service areas and provide training for peers; schedule trainings and workshops; prepare training materials

AMY'S KITCHEN
INTERN

July 2012-October 2012

White City, OR

- Research and make recommendations for new scheduling software to improve their scheduling methods
- Work with Sanitation and Kitchen Department Managers to set up training schedules for staff to attend specific safety training to include the Alchemy monthly training modules, Hazardous Communication, LOTO, and wearing PPE
- Translate into Spanish the company safety policies and practices
- Translate into Spanish the Training Matrix binders to ensure the SSOP's are used as training tools
- Identify where additional training is needed

COUNCIL ON SCIENCE AND
TECHNOLOGY OF THE STATE OF
GUANAJUATO

August 2008-August 2010

Guanajuato, Mexico

SPECIAL PROJECTS DEPARTMENT

- Supervise the three key programs in this department: Diplomado Aprendiendo Ciencias, Verano de la Investigacion y Talleres de Ciencia para Niños
- Define project objectives, develop and drive integrated project plans, aligning project tactics with project strategy
- Work closely with the board of academic researches to gather the end result of each teacher at the end of the program to show their impact on their students
- Assist in preparing and monitoring of annual departmental budget

EDUCATION

ROGUE COMMUNITY COLLEGE
EARLY CHILDHOOD DEVELOPMENT
CERTIFICATE

January 2021-

Medford, OR

SOUTHERN OREGON UNIVERSITY
MASTER IN MANAGEMENT

September 2010-June 2012

Ashland, OR

UNIVERSITY OF GUANAJUATO
BA IN INTERNATIONAL COMMERCE

August 2002-August 2007

Guanajuato, Mexico

SKILLS

- Customer Service
- Market Research
- Social Media
- Strategic Planning
- Spanish and French

OTHER ACTIVITIES

- » Coach Assistant with Ashland DEVO
- » Ambassador for Juliana Bicycles
- » Amateur bicycle racer. 2nd place at Oregon 24hr MTB race 2014. Completed BC Bike Race (2008 and 2011), 2013 Cat 1 Ashland Spring Thaw winner, 2013 Cat 1 Ashland Hill Climb winner, 2007 Guanajuato MTB State Champion