

Alba Pérez
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QUALIFICATIONS-SKILLS

- Strong work ethic and integrity
- Responsible and reliable
- Creative solutions – What is possible?
- Ability to adapt to changing business environment
- Self starter - minimal supervision required
- Excellent team player and collaborator
- Bilingual with a high level of proficiency - English-Spanish

WORK EXPERIENCE

Iowa Department of Human Rights – Office of Latino Affairs and Status of African Americans **January 2012 – Present**

Executive Officer – Essential Functions by Iowa Code.

216A.14 Office of Latino affairs — duties.

The office of Latino affairs is established and shall do the following:

1. *Serve as the central permanent agency to advocate for Latino persons.*
2. *Coordinate and cooperate with the efforts of state departments and agencies to serve the needs of Latino persons in participating fully in the economic, social, and cultural life of the state, and by providing direct assistance to those who request it.*
3. *Develop, coordinate, and assist other public organizations which serve Latino persons.*
4. *Serve as an information clearinghouse on programs and agencies operating to assist Latino persons.*

86 Acts, ch 1245, §1208 C87, §601K.14 90 Acts, ch 1180, §8 C93, §216A.14 2010 Acts, ch [1031](#), [§110](#), [170](#)

During my tenure at the Iowa Department of Human Rights I have been able to encourage the commission to hold a strategic session where I share the need to established deliverable goals for the Latino community. I suggested that in order for the office/commission garnishes more recognition in the Latino community it would be helpful to have some tangibles to present to the community at some point. The commission came up with four deliverable goals that are completed or executed in great part by the office of which I am the only staff person. All goals are also aligned with the priorities of the commission.

Greater Des Moines Partnership

September 2000-January 2012

Diversity Development Director

Essential Functions:

- Strategic involvement in local diversity initiatives.
- Involvement in local business and community organizations that represent diverse populations
- Assists individuals looking for employment opportunities or looking to relocate to the greater Des Moines; with special focus on minority candidates.
- Assists in various workforce attraction and retention marketing efforts and projects, i.e.: Inclusion Magazine worked closely with the Business Record staff to brainstorm content for the first editions. Also established the Multicultural Receptions now a hallmark event for the Partnership with an average attendance of 300.
- Represent the Partnership as staff for Alianza Latino Business Association's board meetings and functions.
- Assists other departments in the Partnership in their efforts.
- Manages/staffed the Greater Des Moines Partnership's Diversity Committee and the Youth Leadership Institute.

State Public Policy Group/Latino Snapshot in Time Project J

January to March 2000

Bilingual Consultant for the study "Latino Snapshot in Time"

Also worked on a volunteer basis until June and July of 2002 to complete project.

Principal Financial Group

1992- 2000

Occupied four different positions at the organization, the last one was in Human Resources Administration assisting employees with their benefit questions.

EDUCATION

- NAFTA Certificate and Rules of Origin – Bradley University NAFTA Opportunity Center
International Trade Center 2003
- US Export Census Certificate Training 2003
- Universidad Nacional Autónoma de Honduras 1985
- Foreign Languages 1987-1989

ACTIVITIES, RECOGNITIONS and Community Involvement

- Coordinator – Six Iowa Trade Mission to Cuba May 2003
Attended the First U.S. Agribusiness Expo in Havana, Cuba as an interpreter and mission coordinator. Fall 2002 – 2004.
- Freelance Translator and Interpreter – English/Spanish.
- Organizer of “Salsa Night”. A cultural event that attracts over 450 persons since 2000 (200-2005)
- Board Member and Entertainment producer for the Iowa Latino Heritage Festival 1999-2005
- Assist local Spanish newspaper with articles and leads for news.
- Forty Under Forty award recipient 2004
- Iowa Business Latina Leader Award 2004
- 2005 Pride Celebration – Board Vice President and vendor committee chair.
- BRAVO Greater Des Moines – Board member and Allocations Committee member, 2004 to Present.
- Volunteer for the Iowa Asian Heritage Festival on the first and third initial events.
- Volunteer for Mariposas – middle school group for Latina youth.
- Iowa Interpreters and Translators Association – member and presenter for first Iowa IITA conference.
- Des Moines Area Community College – Interpreter and Translation Program Advisory Committee member,
- Passport to Prosperity honoree, 2007.
- Governor’s Diversity Council member, 2007 to Present.
- DMACC – ESL/ELL Advisory Committee and Interpreter and Translators Program Advisory Committee
- Grandview University – International Studies Advisory Committee
- Latino Forum Member – Chair (April to June in 2013), Governance Committee
- Latina Leadership Initiative – Co Chair, Curriculum Chair and Advisory Board member.
- 2013 Multi Consulate Fair – Event planner/organizer.

REFERENCES

See enclosed letters of recommendation for my current position. I am happy to obtain current and diverse letters of support as well.