

ADRIANA A. FLORES

OBJECTIVE

Lead efforts through program and organizational development that focus on individual and community empowerment.

AREAS OF STRENGTH

Organizational & Program Development - Project/Program Administration & Management - Program Reporting & Evaluation - Event Planning & Fundraising - Public Relations

EDUCATION

Masters in Public Administration, Drake University

Des Moines, IA. August 2009

Bachelor of Arts Criminal Justice and Human Services, Grandview University

Des Moines, IA. December 2003

PROFESSIONAL EXPERIENCE

2008-present Latinas Unidas Por Un Nuevo Amanecer (L.U.N.A.) Des Moines, IA

Executive Director

Responsible for overall operations and program development of L.U.N.A. Manage daily operations of office and staff. Produce and facilitate grant applications, budgets, quarterly and annual reports. Manage fiscal account and oversee accounting procedures. Lead and participate in training and technical assistance to domestic violence and sexual assault programs, advocates, the justice system, public policy makers and public/private agencies on domestic violence, sexual assault, multicultural competency, and immigration issues.

2007 Kansas Big Brothers Big Sisters, Wichita, KS

Bigs in Schools Case Manager

Interviewed applicants desiring to be a Bigs In Schools Big Brother/Big Sister select match, and coordinated suitable matches. Maintained consistent contact with the matched pair to ensure a successful and viable relationship. Made timely referrals to appropriate agencies when problems were encountered. Oversaw the setup of Bigs In Schools program at assigned schools. Efficiently communicated and built a positive relationship with school staff and administrators to maintain a successful program at assigned schools.

2005-2007 Des Moines Public Schools, Des Moines, IA

SUCCESS Bilingual Case Manager

Provide intensive case management and wrap-around services to children and their families; up to and/or including counseling and home visits. Assist students and families to achieve goals set and overcome barriers. Monitor services provided to students and families. Link students and families to services and entitlements available to meet their needs. Complete required reports and maintain accurate records in database. Provide confidentiality in all written and verbal communication. Participate in multidisciplinary team meetings. Facilitate communication between home, school, and other outside professionals. Act as a community liaison for the school and any Spanish speaking families that need

assistance. Provide leadership and support to students, families, the school and the community. After-school Chrysalis Coordinator; includes facilitating girls leadership group, writing grant and budget, coordinating fieldtrips and speakers to meet the requirements of the agenda set by the Chrysalis Foundation.

2004-2005 Drake University Head Start Des Moines, IA

Bilingual Program Assistant

Managed Drake University Head Start Central Office. Supervised the workflow of assigned staff. Provide leadership in the area of bilingual services; including, translation of forms/documents, interpretation assistance to families, and conducting the National Reporting System assessments to children.

2001-2003 Children and Families of Iowa, Des Moines, IA

Teachers Assistant

Lead teacher for wrap around care to Head Start children. Provided lesson plans filled with fun learning activities. Assisted all other lead teachers working with children ages 2-11.

CERTIFICATIONS

2010 Certified Domestic Abuse Advocate

PROFESSIONAL ASSOCIATIONS AND ACTIVITIES

Board Member, Iowa Latino Community Center

Member, Latino Forum

Mentor, Latina Leadership Initiative of Greater Des Moines

Member, Multicultural Outreach Advisory Committee at Grandview University

Member, Iowa Coalition Against Sexual Assault - Women of Color Advisory Network

AWARDS RECEIVED

2011 Leadership Fellowship recipient through the Women of Color Policy Network at New York's University's Robert F. Wagner Graduate School of Public Services.

Certificate of Leadership from South Suburban YMCA, for outstanding leadership and devotion to the community; 2006.

Recognition of Honor from Des Moines School Board, for outstanding contributions to the community; November 15, 2005.

REFERENCES

References available upon request