

## INTRODUCTION

Exploring a career path in local government by collecting experience in many different state agencies. Competent project manager. I believe that my experience with regulatory boards and criminal justice oversight has galvanized the fundamentals for steady advancement in government administration.

## HIGHLIGHTS

- ◆ **Nine years +** project management leadership
- ◆ **Experience** creating regulatory workflows and processes
- ◆ **Proficient** with data gathering and analysis
- ◆ **Skilled** at communicating with internal and external clientele
- ◆ **Involved** extensively with New Mexico rulemaking and practiced in jurisprudence
- ◆ **Certified** forklift operator, serve safe
- ◆ **Actively** sitting as a member of the Private Investigations Advisory Board

## EDUCATION

- Santa Fe Community College
  - GED

## SKILLS

### Computer Skills, Software & Applications

- Proprietary software
- Windows
- Linux & open source
- MS Office Suite
- Acrobat
- NCIC OpenFox
- Dot Delimited
- HTML
- Photoshop

### Administrative Skills

- Project management
- Policy and infrastructure design
- Exercised in jurisprudence
- Research and analysis
- Database oversight
- Curriculum development
- Classroom instruction
- Inter-agency communications

## SUPERVISORY EXPERIENCE

### Department of Public Safety

- 2 years NCIC Program Oversight (2 people)

### Regulation and Licensing Department

- 3 years Board Administrator (1-3 people depending on the board)

### Lowe's Home Improvement

- 3 years Department Specialist (2 people)

## PROFESSIONAL EXPERIENCE

### Energy Minerals & Natural Resources 11/22 - Present *Santa Fe, NM*

#### COMPLIANCE OFFICER - A

Member of the Oil Conservation Division compliance team. Processes new application, adhering to workflow and procedure. Assures operators are in compliance with state Chapter 15 statutes and regulations. Manages well bonds from operators as financial assurance for the State of New Mexico.

### Department of Public Safety 11/20 - 11/22 *Santa Fe, NM*

#### NCIC COORDINATOR

Oversight of data security standards and response protocol for all New Mexico criminal justice agencies in regards to their connection to the National Crime Information Center (NCIC). Completed administrative audits, misuse investigations, training, instructing, and general user support. Maintained federal and state compliance when handling, storing, and otherwise disseminating criminal justice information. Worked closely with the FBI to keep New Mexico criminal justice agencies moving progressively into the future.

### Regulation and Licensing Department 8/18 - 11/20 *Santa Fe, NM*

#### BOARD ADMINISTRATOR

Served as board administrator for multiple occupational licensing boards. Coordinated formal rule change hearings and developed many forms and applications. Trained licensing staff and implemented filing standards. Worked well with general counsel, the Attorney General's office, and the State Records and Archives Center.

### Lowe's Home Improvement 3/14 - 3/18 *Santa Fe, NM*

#### DESIGN PROJECT SPECIALIST

Started working for Lowe's in 2014 as a cashier. Advanced up to Installed Sales Coordinator and then to Sales Specialist in June of 2015. Assisted customers with remodel designs, product knowledge and financing. Created weekly sales analysis reports and budget projections. Designed special order windows and doors by working closely with manufactures.

## PROFESSIONAL REFERENCES

- **Jessica Rodarte** / Technical Support Staff Manager - DPS
- **Roberta Perea** / Board Administrator Supervisor - RLD
- **Regina Chacon** / LERB Bureau Chief & CSO - DPS
- **Rob Jackson** / Compliance Supervisor - OCD
- **Amanda Macias** / Special Projects Supervisor - DPS
- **Ruth Romero** / Board Administrator - RLD