

Aldira Aldape
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QUALIFICATIONS	
	<p>Nine consecutive years of non- for profit administrative experience. Four years of fund development and marketing experience. Fluent in English and Spanish. Certified Immigration Advocate. Web-site management on Dreamweaver Cs4, Weebly and WIX. Information Systems Management.</p>
EDUCATION	<p>Bachelor in Science of Business in Management, Cardinal Stritch University <i>Expected completion date May 2013</i></p> <p>Associates in Paralegal, Milwaukee Area Technical College, Completion date May 2011</p> <p>High School, Aurora Weier Early College Bilingual high school Completion date June 2004</p>
EXPERIENCE	<p>August 2011 – Present Council for the Spanish Speaking, Inc. (a.k.a Centro Hispano Milwaukee) Director of Bilingual & Immigration Services</p> <p>Directing the social services department, a program funded by United Way since 1972 with an annual intake of over 3000 clients, focusing on immigration, housing foreclosure prevention and civil issues. I seek new resources for Hispanics (Spanish speaking) clients by collaborating with attorneys, government, community base agencies and health care providers. Organize mass town halls on immigration and other national issues. Annually advocate on Capital Hill on behalf of National Council of La Raza (NCLR). Manage social workers and clerical staff by maintaining an open door policy, monthly department meetings, team building and trainings.</p> <p>January 2012- Present Mingo & Yankala S.C. – Marketing Consultant</p> <p>Work with senior attorney on marketing development geared towards Hispanic's who have been injured.</p> <p>February 2012 – Present City of Milwaukee – Bilingual Election Poll Inspector</p> <p>Work at a voting site during elections. Register voters, explain the ballot and match voters information.</p> <p>July 2007 – August 2011 Council for the Spanish Speaking, Inc. - Assistant to the Executive Director</p> <p>Assist the executive director with the handling of corporate documents, calendar, board of directors and executive committee meetings. Record minutes at board of director meetings. Co-chaired the Annual Thanksgiving Food Drive, Day of the Child (<i>El Dia de los Ninos</i>) and "Educating & Graduating Latino High School Students" National Conference. Manage the agencies web site; prepare marketing materials in the Office of Fund Development. Manage the agencies technology and security systems. Represent the agency on public radio and TV, including PBS, CBS channel 58 (<i>Telemundo</i>) and channel 37 TV Azteca. Organize and manage over 300 volunteers at a time. Network and advocate at a local and national level during social and civil right events on behalf of the agency. Work with program directors on</p>

	<p>preparation of grants and other major documents. Supervise clerical staff.</p> <p>August 2004 – July 2007</p> <p>Aurora Weier Early College Bilingual High School – Administrative Assistant</p> <p>Managed the school office. Intake student applications. Enrollment. Organized and filed confidential documents under Milwaukee Public School policies on staff, students and agency financials. Recorded student records on the Milwaukee Public School database, E.S.I.S. Processed up to 24 timesheets and payroll through Paychecks. Managed the accounting books through QuickBooks 2003. Supervised youth and senior workers. Translated for faculty and parents in English and Spanish. Planned social events including parent meetings and graduation ceremonies. Facility manager.</p> <p>September 2002 – December 2004</p> <p>Cell-U-All - Sales Representative and Assistant Manager</p> <p>June 2002 - September 2002</p> <p>M.A.T.A. Channel 14, Milwaukee Media</p> <p>2000 & 2001 Seasonal (Summers)</p> <p>Milwaukee Public School, Wisconsin Avenue Elementary</p> <p>Summer Wrap Around Program - Arts/Crafts Instructor, 1st and 2nd Grade</p>
	<p>Affiliations and Certifications:</p> <p><u>2007 - Present</u></p> <p>Affiliate member of National Council of La Raza (largest national civil rights organization for Hispanics). Member of Hispanic Chamber of Commerce of Wisconsin, Safe Roads Coalition for <i>Voces de la Frontera</i> and Hispanic Professionals of Greater Milwaukee.</p> <p><u>October 9, 2012</u> – Completed CLEP Exam in Spanish with a score of 75 out of 80, equivalent to 12 college credits in Foreign Language. Exam offered by University of Wisconsin- Milwaukee.</p> <p>August 22 – 29, 2012 – Certificate of Completion Immigration Law Course of the National Immigration Paralegal Institute.</p> <p><u>School year 2009-2010</u></p> <p>Volunteer at La Escuela Vicau (elementary school).</p> <p><u>School year 2007 – 2008 & 2008 - 2009</u></p> <p>La Escuela Fratney (elementary school) Governance Council, committee member.</p> <p><u>Fall 2006</u></p> <p>UW- Milwaukee Milwaukee, WI</p> <p>Certificate in Accounting for small business – bilingual</p> <p>2009 – Present</p> <p>Parishnor at St. Paul Parish, Milwaukee, WI.</p>