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## **RELEVANT EXPERIENCE**

*Program Director*, Hispanic Affairs Project (HAP), Grand Junction, CO

October, 2009-present (half-time)

Facilitate information, organize workshops, and connect young people with low-cost legal assistance for DACA (over 200 applicants); Provide educational workshops and field phone calls/e-mails to refer people to credible legal services and combat *notario* fraud; Participate in USCIS and other immigration resource webinars; Facilitate immigration intake for San Luis Valley Immigrant Resource Center (SLV IRC) by phone to evaluate clients' eligibility for immigration benefits and possible bars to immigration; Assist eligible clients being represented by the SLV IRC to compile requisite evidence/forms/signatures for their representation by Flora Archuleta and facilitate communication; Participate in ongoing training from SLV IRC staff, in-person, by e-mail and by phone; Complete immigration law trainings in-person or via E-Learning; Prepare and submit E-OIR and supporting documentation; Collaborate with local attorney to host community presentations relevant to changes in immigration law, immigration reform and state legislative changes; Collaborate with local non-profits to provide information to migrant workers; Coordinate local committee of immigrant leaders to as part of immigrant rights advocacy movement; Coordinate *Welcoming Colorado* initiative to promote immigrant integration, including attendance at monthly naturalization ceremonies to register voters, collaboration to host USCIS presentations with local library, and collaboration with cultural/educational events; Assist with publication of a bi-monthly organizational newsletter to inform immigrant community of relevant issues; General administrative organizational support as needed; Organize community workshops in collaboration with the Department of Revenue/DMV to educate immigrants about new driver's licenses available in Colorado

Represent HAP in the following institutions: *Marillac Clinic*, Board of Directors and Outreach & Inclusivity Committee; *Western Colorado Latino Chamber of Commerce*, Board of Directors; *Western Colorado Initiative to Combat Human Trafficking*; *Colorado Mesa University Cultural Diversity Committee*; *Catholic Diocese of Pueblo Grand Junction Deanery*; *Grand Junction Police/Latino Alliance*; *St. Mary's Hospital Ethics Committee*

*Director of Faith Formation*, Immaculate Heart of Mary Catholic Church, Grand Junction, CO – October, 2009-present (half-time)

*Director of Hispanic Ministry, St. Francis of Assisi Catholic Church, Frisco, TX  
October, 2009*

Worked with a diverse Latino immigrant community to oversee a large, Spanish-language ministry including 20+ groups in the Dallas Metroplex area. Supervised 1 FT Assistant and over 50 volunteers; Managed a program budget and maintained professional certifications; Taught theology courses in Spanish to leaders; Referred people to Dallas Catholic Charities for immigration legal assistance.

*Director of Hispanic Ministry, St. Francis of Assisi Catholic Church, Grapevine, TX,  
2006-2008*

*Student Intern, University of Notre Dame Legal Aid Clinic, Notre Dame, IN, 2004*

General reception duties, filing and administrative assistance, interpretation for law school's immigration and family law clinic.

**FORMS:**

AR-11 Change of Address

G-325/G-325A Biographic Information

G-639 Freedom of Information/Privacy Act Request

I-90 Application to Replace Permanent Resident Card

I-130 Petition for Alien Relative

I-131 Application for Travel Document

I-485 Application to Register Permanent Residence or to Adjust Status for Family-Based

I-765 Application for Employment Authorization

I-864 Affidavit of Support

I-864A Affidavit of Support Contract Between Sponsor and Household Member

N-400 Application for Naturalization

N-600 Application for Certification of Citizenship

DS 230

I-821d, I-765, I765ws Application for Deferred Action for Childhood Arrivals with Work

Authorization – will use updated DACA forms when published

Deferred Action for Parental Accountability forms when published (DAPA)

*VAWA/Waivers to be incorporated in to areas of practice in future years.*

## EDUCATION

Bachelor of Arts, Program of Liberal Studies, *cum laude* May, 2004  
University of Notre Dame, IN

Master of Arts, Theology, *with distinction* August, 2006  
University of Notre Dame, IN

## IMMIGRATION TRAINING

*\*Will attend CLINIC Annual Convening in Salt Lake City, UT May 13-15, 2015*

*\*Currently registered for Deferred Action for Childhood Arrivals and DAPA Overview  
By New York Immigration Coalition, New York State Office for New Americans  
Webinar – scheduled for April 10, 2015*

February 26, 2015 (1 hour)  
*Community Navigator Training with Committee on Immigration Reform  
Implementation*  
By National Partnership for New Americans Policy Director Tara Raghuveer (CIRI)  
Webinar

January 28, 2015 (1.5 hours)  
*Criminal Bars to DAPA: Deferred Action for Parents of Americans and Lawful  
Permanent Residents*  
By Administrative Relief Resource Center (Immigration Legal Resource Center,  
National Immigration Project)  
Webinar

January 26, 2015 (1 hour)  
*USCIS Stakeholder Listening Session: DAPA/DACA*  
By USCIS  
Teleconference Listening Session

Jan. 22, 2015 (1.5 hrs.)  
*Executive Action: Implications for Family-Based Immigration*  
By CLINIC  
Webinar

Dec. 26, 2013 (2 hours)  
*Hispanic Affairs Project Administrative Relief Info. Session*  
(HAP hosted/organized Event)  
By Imelda Mulholland, Esq.  
Grand Junction, CO

November 24, 2014 (1 hour)  
*Getting Ready for Administrative Relief*  
By Immigration Advocates Network  
Webinar

*BIA Recognition & Accreditation Teleconference* November 6, 2014 (1 hour)  
By USCIS  
Teleconference

*Screening for Other Relief* November 3, 2014 (2 hours)  
By Immigration Advocates Network's Third Annual e-Conference  
Webinar

*Legal Interpreting and Translation Conference* October 3, 2014 (8 Hours)  
By Colorado Association of Professional Interpreters  
Colorado Mesa University, Grand Junction, CO

*Grounds of Inadmissibility* July 8-August 5, 2014 (6 hours)  
By Clinic Legal Immigration Network (CLINIC)  
E-Learning Course

*DACA Renewals: Enlace* June 18, 2014 (2 hours)  
By USCIS  
Teleconference/Webinar

*Citizenship and Integration Grant Program* April 8, 2014 (1 hour)  
By USCIS  
Teleconference

*Introduction to Immigration Law Practice: A Course for New Practitioners* March 13-14, 2014 (14 hours)  
By Clinic Legal Immigration Network (CLINIC)  
Atlanta, GA

*T and U Visas and Violence Against Women Act* April 16, 2014 (1 hour)  
By USCIS  
Webinar

*Immigration Law Practice for Accredited BIA Representatives* 2013-present  
In-person trainings by Flora Archuleta, *BIA Accredited Representative*, San Luis Valley  
*Immigrant Resource Center* at the HAP offices in Grand Junction/Montrose, Colorado

June 11-June 13, 2013 (20 hours):

Initial consultations/Intake; Review forms: I-130; I-485; G-325A, G-28, 245(i)  
Requirements, Introduction to Hardship Waivers/Provisional Waivers/Extreme  
Hardship, DACA, Citizenship Certificate for Minors, Adjustment of Status,  
Reading the Visa Bulletin, Checking Case Status with Receipt Number, Types of  
Evidence, USCIS Fees, Poverty Guidelines for Sponsors/Co-sponsors, VAWA, U  
Visas, Consular Processing; Citizenship; I-821D; I-765; I-765WS; G-1145

June 28-July 1, 2013 (24 hours):

Initial consultations/Intake; Introductions to Waivers; Discerning options  
between DACA and Residency where waivers may be needed or time out of the  
country may be required; DACA; Adjustment of Status; Consular Processing;



*DACA 101 for Legal Service Providers* May 15, 2013 (2 hours)  
By Catholic Legal Immigration Network (CLINIC), Immigration Advocates Network,  
Own the Dream, American Immigration Council  
Webinar

March 20, 2013 (1 hour)  
*BIA Recognition and Accreditation for Start-up and Expanding Programs*  
By Clinic Legal Immigration Network (CLINIC)  
Webinar

Basics of BIA Accreditation/Recognition March, 2013 (3 hours)  
By Flora Archuleta, *San Luis Valley Immigrant Resource Center*

*Deferred Action for Childhood Arrivals* August 3, 2012 (1 hour)  
By USCIS Teleconference

## **SPECIAL SKILLS**

Fluent in Spanish and English. Culturally competent.

Extensive experience working with immigrants and migrant workers from various Latin American countries.

## **COMMUNITY SERVICE**

Marillac Clinic, Outreach & Inclusiveness Committee, 2010-present  
Marillac Clinic, Board of Directors, 2013-present  
St. Mary's Hospital, Ethics Committee, 2013-present  
St. Mary's Hospital, volunteer advocate for culturally displaced persons, March 2015-  
Catholic Diocese of Pueblo Lifelong Catechesis Commission, 2013-2014  
Western Colorado Latino Chamber of Commerce, Board of Directors, Founding  
Member, 2012-present  
Colorado Mesa University Cultural Advisory Council, 2013-present  
Welcoming Colorado, Grand Junction Coordinator, 2009-present  
Colorado Immigrant Rights Coalition, volunteer, 2009-present  
Hispanic Affairs Project, volunteer/employee, 2009-present  
Immaculate Heart of Mary Catholic Church, volunteer, 2014  
Western Slope Against Human Trafficking, volunteer, 2013-present

Extensive ministry volunteer work in Hispanic communities of the Dallas-Fort Worth Metroplex area, including teaching leadership courses in Spanish, coordinating events, and strengthening integration of immigration community and receiving communities. 2004-2009

University of Notre Dame Center for Social Concerns Border Immersion Spring Break  
Trip to El Paso, TX/Ciudad Juarez, Mexico, 2002  
University of Notre Dame ND Vision Summer Camp Counselor, 2002, 2003  
Foreign experience includes multiple trips to Mexico and a semester abroad in Toledo, Spain with studies at the Fundación Ortega y Gasset.