

2021-Present Port of San Francisco

Senior Contracts Analyst

- Collaborate with Port leadership to create contract solicitations tailored to a specific project or for as needed contracts.
- Oversees the evaluation of proposals and bids for General and Professional Services, as well as alternative delivery methods for construction procurement and grants.
- Implements policies and procedures for contracts and commodity purchases to ensure compliance with administrative code, regulations, and laws, including collaborating with city departments such as Contract Monitoring Division, Civil Service, Office of Contract Administration, Office of Labor Standards Enforcement, and Office of Economic and Workforce Development
- Manages the procurement process from intake to advertisement to evaluation to negotiation and award.
- Serves as subject matter expert on information management systems and the contracting process.
- Consider impact and equity in the creation and structure of solicitation documents, outreach, grading criteria, and questions.
- As Acting Contracts and Procurement Manager, leads supervises the procurement staff and senior community development specialist.
- Issues reports to city departments as requested.

2018-2021 Office of the City Administrator City and County of San Francisco

Contract Compliance Officer

- Analyze, Review, apply 14B Ordinance to Bid packages, RFP and RFQ, working with Awarding Authorities
- Negotiate LBE inclusion on private development agreements, and enforce agreements
- Present to potential bidders/proposers the rules to comply with 14B.
- Review and deem responsiveness to bid and proposals made by Contractors. Write memos associated with findings.
- Monitor Contracts for compliance and provide a close-out analysis of compliance with 14B requirements.
- Meet with Awarding Authority (City Departments) and contractors as needed to ensure compliance or resolve issues
- Worked with contracting teams from SF Public Utilities Commission, Office of Economic and Workforce Development, Port of San Francisco, Department of Public Health, and the Controller's Office on 14B compliance and contract review.
- Meet with representatives from other departments to create shared goals and monitor progress.
- Provide weekly reports on contract activity.
- Manage Local Business Mentor Protégé Program which includes bi-monthly presentations to a Steering Committee made up of representatives from various city departments, monitoring the success of participants, and creating evaluation tools that provide feedback to stakeholder and director.

- Leading a Change Management process to gather feedback and improve the Mentor Protege Program for present and future participants.
- Present as required to Commission on concerns or points of interest

2010-2018 SEIU 1021 Oakland, CA

Vice President

- Receive issues and complaints of labor law and contract violations from members to remedy where possible or refer to legal or other resources when necessary (contract maintenance)
- Represent the union in contract negotiations including contract development and writing contract language (contract development)
- Address violations of contracts through processes outlined in the contracts (contract maintenance)
- Manage staff for campaigns.
- Create user manuals, guidelines and general rules for staff.
- Analyze and make recommendations on the impact of public policies and legislation at the local and state levels especially as it relates to health care, workers' rights, or the public sector;
- Create, manage and/or oversee several multi-million dollar budgets; Including Monthly and Annual reporting;
- Create grading criteria, interview, and recommend campaign consultants for hire. This include soliciting and evaluating their proposals.
- Managed several multi-million dollar budgets; Including Monthly and Annual reporting;

2004-2010 (to Present) Tenderloin Housing Clinic San Francisco, CA

Tenant Organizer--CEOP Program, La Voz Latina, SRO Collaborative

- Created policy solutions to internal governance challenges.
- Developed the methods for achieving the program's goals, as well as develop evaluation tools for yearly planning.
- Created training to tenants on legislation, City Budget, and public policy;
- Collaborated with City agencies such as the Department of Building Inspection, Fire Inspectors, and the Department of Public Health to report violations, conduct walk-throughs, and maintain contact and trust with complainants.
- Developed bilingual trainings and educational materials for tenants to learn their rights and understand how to access City and non-profit resources to improve the habitability of their units and buildings for La Voz Latina:
- Created a new program serving the Latinx population of the Tenderloin that focuses on building power and influencing institutions to be responsive to the needs of new immigrant families and their children.
- Developed goals and metrics, along with program to meet such goals.
- Administered program to meet grant funding goals per the grant contract agreement.
- Created complex management structures and administration of programs such as the paid internship program.
- Arranged meetings between stakeholders, staff and representatives of City Departments, institutions and elected officials to address disparities and needs.
- Wrote policy to address disparities, access issues, and other inequities.

2002-2004 STARC Summer Youth Program San Francisco, CA

Program Manager

- To develop from concept to finish a 10-week summer leadership program for youth from around the country to develop their leadership skills
- To create and manage application process including jobs postings, application, interview process, selection criteria and selection process.
- To create and manage recruitment process including identifying contacting past participants for help in recruiting, contacting colleges and universities to post and distribute application, and identify leadership development organizations to distribute application through their list serves.
- To develop curriculum for summer program including workshops, movie nights, lectures, and internships
- To recruit community leaders and organizations to provide workshops and lectures for participants, and/or accept a participant as an intern.
- To apply for private foundation grants to cover salary and expenses of project staff, rent, book-keeping and accounting costs, food and materials, and participant stipends.
- To manage the program budget.

Education

2014 Completed the Rockwood Leadership Institute "The Art of Leadership"

2000-2004 Marquette University Milwaukee, WI

- Bachelor of Arts in Anthropology and Spanish double major
- Graduated with Honors
- Spanish Honor Society Member
- Relevant Coursework: Social Work and Public Education; Race, Gender, and Medicine; Spanish for the Professions; Latin American Modern History; World History and Culture
- Minor in Modern Dance
- Volunteer work at Latin American cultural center tutoring Spanish-Speaking adults in drivers' education

References are available on request.