



# City of Santa Fe, New Mexico

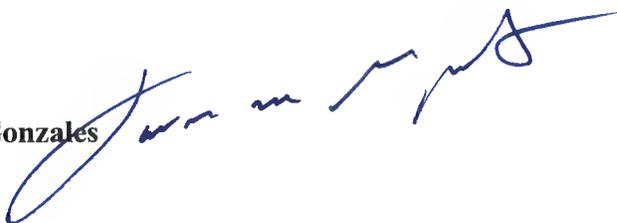
# memo

**DATE:** April 3, 2015

**TO:** City Council

**FROM:** Mayor Javier M. Gonzales

**RE:** Appointments



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I would like to make the following appointments:

### Mayor's Committee on Disability

Elisa Meriam Jawhar – Reappointment – term ending 1/2019

Nancy S. Pieters – Reappointment – term ending 1/2019

Mary McGinnis – Reappointment – term ending 1/2019

Dave McQuarie – Reappointment – term ending 1/2019

### Transit Advisory Board

Rebecca Estrada-Anderson (Education Representative) – term ending 3/2017 (Resume attached)

Bridget Wolf (At-Large Representative) – to fill unexpired term ending 3/2016 (Resume attached)

Stan Cooper – (Change Classification to Senior Representative) – term ending 3/2016

### Planning Commission

Vince Kadlubek – to fill unexpired term ending 6/2016 (Resume attached)

Piper Kapin – to fill unexpired term ending 6/2016 (Resume attached)

Katherine Anne Chavez – to fill unexpired term ending 6/2016 (Resume attached)

## **Rebecca Estrada-Anderson**

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6372 Jaguar Dr. • Santa Fe, NM 87507 • (505) 660-7804 • [rebecca.estrada@sfcc.edu](mailto:rebecca.estrada@sfcc.edu)

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### **Summary**

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Twenty years experience working with diverse populations in both academic and professional settings. Ability to effectively communicate with students, faculty, staff and community of differing backgrounds and experiences, evaluate problems and formulate solutions. Successful in cultivating productive professional relationships. Work well independently or as a member of a team. Proficient in conversational Spanish.

### **Employment**

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Santa Fe Higher Education Center/Santa Fe Community College

Santa Fe, NM

**Executive Director of the Higher Education Center  
and Academic Partnerships**

January 2015 – present

Oversee and provide leadership in the direction and management of the academic and associated services of Higher Education Center (HEC), ensuring that all academic programs, services, and initiatives are consistently compliant with the overall mission, goals and objectives, and strategic plans of SFCC. Direct and manage the strategic planning, development, and implementation of all aspects of the HEC, providing support to the Learning Center District (LCD) Board and the higher education institutions that participate in the consortium. Direct SFCC's Dual Credit Programs including regularly meeting and planning with secondary school partners and SFCC Academic Affairs administration. Implement Dual Credit partnership programs while overseeing the coordination of registration and other Dual Credit administrative processes. Facilitate partnerships advancing the 2 + 2 + 2 + 2 vision to serve students in the Santa Fe and Northern NM area. Directly participate in institutional planning and decision making as a member of the President's Cabinet.

- Provide strategic direction, guidance, and coordination to the consortium leadership in all aspects of academic affairs, development, and administration.
- Ensure that HEC programs and initiatives are consistent with overall SFCC mission, goals and objectives, and accreditation standards.
- Establish and oversee implementation of organizational goals, objectives, strategic plans, in collaboration with SFCC, Learning Center District Board (LCD) Board and consortium leadership.
- Monitor and evaluate programmatic and operational effectiveness, and effects changes required for improvement.
- Provide strategic guidance and broad leadership in the establishment of HEC instructional programs, community outreach programs, and student services programs.
- Develop and promote avenues for effective strategic and operational communication between the various higher education institutions, HEC and SFCC.
- Collaborate and coordinate with SFCC leadership and the LCD Board in the establishment and administration of facilities and services, operational and technological infrastructure, organization structure, and staffing for the HEC.
- Establish and maintain strong collaborative relationships with Santa Fe and surrounding community leadership, including the Community Advisory Committee, in the creation of programs and initiatives to attract, prepare, and support prospective students from the local area.
- Serve as the President's primary liaison and represents HEC to various internal institutional constituencies as well as to the media, governmental agencies, state legislators/legislature, community/civic groups, prospective students and their parents, prospective funding agencies, and the general public.
- Oversee the development and management of the annual budget and perform periodic cost and productivity analyses.
- Plan and coordinate strategies for generating resources and/or revenues.

- Participate in the development of policies and procedures as a member of the SFCC President's Cabinet.
- Serve on various SFCC planning and policy-making committees.
- Chair of the HEC Steering Committee.
- Provide planning and direction to develop dual credit programs on campus and in local schools.
- Establish and maintain relationships with partner (secondary) school officials; administer and coordinate memoranda of agreements with partner schools and school districts.
- Provide accountability and meet data requirements of related regulatory bodies.
- Coordinate Dual Credit strategic planning.
- Administer and participate in dual credit outreach and registration processes.
- Implement, oversee, and manage the coordination of Dual Credit activities including those coordinated by Dual Credit Specialist(s) and other Dual Credit staff.
- Provide leadership and facilitate discussion regarding 2 + 2 + 2 + 2 visioning with both secondary and higher education partners.

Division of Student Success

Santa Fe, NM

**Director of Recruitment and Dual Credit Programs**

November 2012-December 2015

(Reporting to the Vice President of Student Success)

Supervise and direct recruitment and dual credit personnel and activities according to college strategic plans and goals.

- Develop and implement appropriate recruitment and outreach programs for general and targeted audiences to increase interest in the college and enrollment, including high school, adult and underserved populations.
- Oversee coordination of and manages on-campus events, such as open houses, information sessions, high school counselors' events, and campus tours, designed to promote the college and inform various targeted audiences about college programs and services.

Provide planning and direction to grow and sustain SFCC's Dual Credit programs both on campus and in the local schools. Establish and maintain relationships with Santa Fe Public Schools officials, provides accountability and meets data requirements of regulatory bodies such as the Higher Education department.

- Administration and coordination of Memorandums of Agreement (MOAs) with partner schools and school districts.
- Coordination of Dual Credit Strategic Planning including meetings between SFCC and partner high schools' administration, and faculty.
- Administration of and participation in Dual Credit outreach and registration processes.

Serve as Primary Investigator (PI) of SFCC ENLACE grant and program activities.

- Supervise Coordinator of ENLACE Northeastern Region.
- Oversee budget including approval of expenditures.

Develop, maintain and execute the college's communication plan to prospective and admitted students and analyze data to drive decision-making in outreach efforts.

Direct on-campus events directed at recruitment, such as the Ticket to College program, open houses, information sessions, partner school's events such as the Partner Schools' Luncheon, campus tours, etc.

- Implement, oversee and manage coordination of all outreach/recruitment activities including those coordinated by Community Outreach Specialists.

Maintain knowledge of and provide expertise in best practices and trends in student recruitment; and with the Manager of Enrollment and Student Services, train and deploy enrollment staff in recruitment efforts to meet specific needs and goals.

Hire and supervise Outreach Ambassadors.

Santa Fe Public Schools

Santa Fe, NM

**iGraduate Project Manager**

August 2014 – present

As part of a partnership with Santa Fe Public Schools, contracted to lead Year 3 design and implementation of SFPS Secondary Reform initiatives.

- Direct comprehensive redesign at Santa Fe High School including, in partnership with Principal, planning and deployment of academy structure.
- Coordinate creation of SFPS Santa Fe Early College including identification of programs, organization of partnerships, planning, etc.
- Facilitate implementation of SFPS/SFCC ACE (High School Equivalency) Partnership providing SFPS students an alternative to dropping out adding to the District's portfolio of alternative education options.
- Investigate redesign of Day Reporting program for adjudicated SFPS students, at the request of the Superintendent. In collaboration with Juvenile Probation Officers, the Judge of the First Judicial District Division 8, and identified SFPS administration and staff, explore options that would keep students in school while providing them with appropriate wrap around services.
- Research and investigate open boundaries/open enrollment options for Capital and Santa Fe High Schools allowing for student choice of high school based on programming as opposed to zip code. Coordinate and plan pilot for academic year 2016-2017.

Marketing and Public Relations, Santa Fe Community College

Santa Fe, NM

**Director of Recruitment and Dual Credit Programs**

April 2008-November 2012

(Reporting to the Executive Director for Marketing and Public Relations and the Vice President for Academic Affairs)

Supervise and direct recruitment and dual credit personnel and activities according to college strategic plans and goals.

- Develop and implement appropriate recruitment and outreach programs for general and targeted audiences to increase interest in the college and enrollment, including high school, adult and underserved populations.
- Oversee coordination of and manages on-campus events, such as open houses, information sessions, high school counselors' events, and campus tours, designed to promote the college and inform various targeted audiences about college programs and services.

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Hire and supervise Outreach Ambassadors.

Marketing and Public Relations, Santa Fe Community College

Santa Fe, NM

**Lead Community Outreach Specialist**

June 2006-April 2008

- Directed, developed and implemented recruitment and community outreach activities for general and targeted populations including budget management and coordination of events such as High School Counselor Luncheon, SFCC Day at the Legislature and campus tours.
- Hired and supervised Community Outreach Specialists and Outreach Ambassadors.
- Administered registration process for SFCC Dual Credit Program.
- Coordinated *Ticket to College Program*.
- Promoted programs and services to generate support for the college among schools, public and private businesses, and community based organizations.
- Worked with publications/promotion area to develop and distribute outreach materials.
- Attended community events to promote college.
- Scheduled, trained and supervised student workers/volunteers for events.
- Assisted with other on-campus events designed to promote the college and inform various targeted audiences such as open houses and information sessions.
- Provided additional support including advising students to Enrollment Services.
- Served on internal and external committees that support recruitment and retention of students.

Office of Community Outreach, Santa Fe Community College

Santa Fe, NM

**Community Outreach Specialist**

July 2005-June 2006

- Implemented appropriate recruitment and outreach programs for prospective students.
- Presented information to schools and community organizations to promote awareness of SFCC programs and services.
- Worked with publications/promotion area to develop and distribute outreach materials.
- Attended community events to promote college.
- Scheduled and supervised volunteers and student workers for events.
- Coordinated events such as High School Counselor Luncheon, SFCC Day at the Legislature, and SFCC Discovery Day.
- Assisted with other on-campus events designed to promote the college and inform various targeted audiences - open houses, information sessions, and campus tours.
- Provided additional support including advising students to Enrollment and Student Services.
- Served on internal and external committees that support recruitment and retention of students.

Biological Sciences Initiative, University of Colorado at Boulder

Boulder, CO

**Undergraduate Advisor**

August 2002-July 2005

- Advised students on course selection.
- Managed the placement and retention of students in research positions.
- Coordinated with academic units to identify potential candidates and with research faculty to identify open assistantship positions.
- Met with students to identify appropriate lab placements.
- Maintained contact with students throughout the year in order to provide academic guidance and support.
- Met with faculty to get feedback on student progress.
- Developed, implemented, presented and facilitated professional development activities for students.
- Directed recruitment efforts.
- Acted as liaison to partner departments on campus (e.g. Minority Arts and Sciences Program, NIH/HHMI Scholars for Diversity in the Biosciences Program, Undergraduate Research Opportunities Program).
- Conducted lab visits with both student and faculty assessing the progress and success of placement and research.

University Corporation for Atmospheric Research

Boulder, CO

**Significant Opportunities in Atmospheric Research & Science (SOARS®)**

July 2002-July 2005

**Program Assistant (Education Specialist)**

- Assisted in development and coordination of meetings, seminars and workshops including academic and professional development opportunities for protégés/students (e.g. writing workshops).
- Collaborated with Director/Principal Investigator on presentations, publications and correspondence.
- Managed/maintained recruitment and application efforts.
- Coordinated production and maintenance of promotional/advertising materials working with graphic designer and writers.
- Served as Managing Editor for *Earth, Wind, Sea, and Sky: Protégé Abstracts*.
- Maintained up-to-date distribution lists.
- Served as photo editor for SOARS Newsletters; managed archives.

The Graduate School, University of Colorado at Boulder

Boulder, CO

**Summer Multicultural Access to Research Training (SMART)**

March 1999-June 2002

**Program Coordinator**

- Supervised Graduate Student staff.
- Led weekly organizational meetings.
- Advised students/interns.
- Coordinated recruitment efforts.
- Monitored budget expenditures.
- Organized academic and professional development workshops for interns.
- Secured housing and meals for incoming interns.
- Coordinated recreation activities.
- Developed and maintained a system for updating student files.

**Graduate School Professional Research Assistant**

- Coordinated The National Science Foundation's Alliance in Graduate Education Program Award.
- Managed recruitment efforts.
- Planned and coordinated events for current graduate students from underserved populations.
- Arranged campus visits for prospective graduate students.
- Compiled information for, edited and published annual *Graduate Student of Color Directory*.
- Organized departmental collaborations for recruitment efforts targeting underserved populations.
- Organized community building efforts for minority graduate students on campus.
- Compiled mailing list and materials for distribution of recruitment information.

English Department, University of Colorado at Boulder

Boulder, CO

**Graduate Instructor/Adjunct Faculty**

January 1999-December 2000

- Taught literature based Freshman-level English Composition courses.
- Assessed student performance.
- Developed and facilitated daily discussion topics.
- Developed and administered daily writing assignments.
- Facilitated peer evaluation workshops.
- Attended pedagogical seminars.
- Invited panelist addressing the teaching of Freshman Composition for first time graduate instructors, Fall Semester 1999.

Desert Sands Mutual Domestic Water Consumers Association Berino, NM  
**Office Manager** January 1998-May 1998

- Assisted in delivery of water to people residing in low income Colonia neighborhoods including coordinating maintenance efforts between customers and maintainers.
- Operated billing system (including billing and receiving).
- Served a primarily Spanish speaking Mexican immigrant population.

Office of the Vice President of Student Affairs, New Mexico State University Las Cruces, NM  
**New Student Orientation Leader** December 1994-August 1997

- Led workshops on topics such as student housing, financial aid, the Honors Program, etc.
- Advised incoming freshmen on course selection.
- Conducted campus tours for both Spring and Fall New Student Orientation Programs.

Office of Testing, New Mexico State University Las Cruces, NM  
**Personnel Assistant** August 1994-May 1997

- Administered GED tests to Spanish speaking test takers.
- Proctored national exams e.g. GRE, ACT, NTE.
- Answered inquiries regarding testing procedures and requirements.
- Referred potential test takers to study materials and tutoring courses.

## **Education**

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M.A., English Literature, University of Colorado at Boulder, May 2001. 3.945 G.P.A.

B.A., English Literature and Women's Studies, New Mexico State University, December 1997. Graduated with High Honors. 3.987 G.P.A.

## **Other Professional Experience**

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Member, New Mexico Higher Education Leadership Team for PARCC Implementation, April 2014 – present.

Member of Santa Fe Community College Councils and Committees: Academic Affairs and Student Success Council, Institutional Effectiveness Council, Marketing and PR Council, Technology Council, Academic Advising Committee.

Member, The MASTERS Program Early College Charter High School Advisory Board, March 2013 – present.

Presenter, 2013 Northern New Mexico College Dual Credit Summit, April 2013.

Member, Santa Fe Public Schools Secondary Reform Advisory Committee, September 2012 – present.

Adjunct Faculty, Santa Fe Community College. Taught ENGL FYSS 116: Strategies for Success in College. Assessed student performance, developed and facilitated daily discussion topics, developed daily writing assignments; worked in multiple platforms including CANVAS (online) and multimedia class delivery methods; facilitated peer working sessions and group projects: fall 2013.

Adjunct Faculty, Santa Fe Community College. Taught ENGL 112: Composition and Literature. Assessed student performance; developed and facilitated daily discussion topics; developed writing assignments; facilitated peer evaluation sessions: summer semester 2012.

Keynote Speaker, Academy at Larragoite High School Graduation, May 23, 2012.

Chair, Santa Fe Community College Student Support Services Advisory Council (Pilot), May 2012 – September 2012.

Member, Academy at Larragoite School Advisory Committee, September 2011 – present.

Co-Chair, Santa Fe Community College Strategic Enrollment Management Task Force, July 2011 – August 2012.

Panelist, *Admissions 101: Recruiting, On the Road Again*, Rocky Mountain Association of Collegiate Registrars and Admissions Officers (RMACRAO) Annual Conference: July 2010

Member, New Mexico Dual Credit Committee, 2008-present.

Member, Santa Fe Community College Technology Advisory Committee, 2005 – 2009.  
Member, Santa Fe Community College Enrollment Committee, 2006 – 2007.  
Staff Sponsor, Santa Fe Community College Student Government Association: October 2005 – November 2006.  
Roundtable Panelist, NM Commission on the Status of Women's *Believe in NM Girls* 2006 Conference: April 2006.  
Invited Panelist, Strategies for Securing Graduate School Funding, Rocky Mountain McNair Regional Conference: April 2005.  
Exhibitor, American Indian Science and Engineering Society (AISES) Regional Conference: May 2005.  
Exhibitor, Society for Advancement of Chicanos and Native Americans in Science (SACNAS) 2003 & 2004 National Conferences.  
Presented "Summer Research Opportunities in Atmospheric Sciences and Graduate School Orientation" Workshop to Model Institutions for Excellence (MIE) Fall Undergraduate Research Institute in Atmospheric Sciences, Universidad Metropolitana, San Juan, PR: January 24, 2004.  
Community Mentor to SOARS<sup>00</sup> Protégé: 2003.  
Panelist, *Show Me The Money: Strategies for Securing Graduate School Funding*, Rocky Mountain McNair Regional Conference: April 2002/April 2003.  
Panelist, Panel on Chicana Grad Student Experiences for CU's *Semana de la Xicana* activities: April 2001.  
Panelist, Panel on Graduate Student of Color experience addressing undergraduate Political Science/Sociology class: Spring 2001.  
M.A. Representative, University of Colorado at Boulder English Department, 1999-2000.  
Presenter, NMSU's Third Annual Undergraduate Research and Creative Arts Symposium, "Brontë's Refashioning of the Gothic in *Wuthering Heights*," April 1998.  
Undergraduate Honors Thesis, "Catherine as Captive: The Use of Gothic in Austen's *Northanger Abbey* and Brontë's *Wuthering Heights*."  
Committee Member, NMSU Robertson Memorial Scholarship Selection Committee, 1995.

Bridget Wolf  
4417 Contenta Ridge  
Santa Fe, NM 87507  
505-470-5803

Employment History:

John Rippel USA  
111 Old Santa Fe Trail  
Santa Fe, NM 87507  
Sales Associate 2012-2014  
Jewelry, accessories, home products

Packard's Indian Trading Company  
61 Old Santa Fe Trail  
Santa Fe, NM 87501  
Sales Associate 1990-2007  
Native American pottery, Navajo weaving, textiles, fine jewelry, sculpture

Dale Terbush Fine Art Gallery  
200 Old Santa Fe Trail  
Santa Fe, NM 87501  
Art sales associate: 2/1995-6/1996  
Fine Art: paintings and sculpture

Vivian Wolfe Antiques  
Old Santa Fe Trail  
Santa Fe, NM 87501  
Sales Associate 2001-2002  
Antique and contemporary jewelry

Community Volunteering:

Member of The Southside Quality of Life Steering Committee: a grass roots community organization focusing on bringing equity to the far southwest area of Santa Fe. Team leader for transportation and walkability.

Member of Chainbreaker Collective

Community member participant in the Pedestrian Master Plan Working Group for Metropolitan Planning Organization 2014

Founder of The Sidewalk Angels of Tierra Contenta :  
A neighborhood volunteer group focused on walkability and clean safe sidewalks.



# Vince Kadlubek

2451 Vereda Encanto, Santa Fe, NM, 87505 • 505-603-9176 • vince@meowwolf.com

## ○ Profile

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Vince Kadlubek, founder of local arts collective Meow Wolf, writer/producer of theater performance *The Moon Is To Live On*. Director of Meow Wolf's *The Duc Return*. Owner and CEO of Meow Wolf.

Project Director of *Night Wave*, which took place in the summer of 2014.

Very well-experienced promoter and organizer of numerous music events at various venues. Well-experienced in Event Creation and Coordination, most non-profit/office work, fundraising, multi-tasking, grant writing, Mac computer processes, and PR and Marketing.

## ○ Education

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**Santa Fe High School**  
Diploma, 2000

## ○ Skills

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### **Project Management Skills**

Experience working with budgets upwards to \$1,500,000, handling multiple management tasks at once, overseeing the work of others while not being unnecessarily overbearing. Very comfortable creating timelines, prioritizing budgets, and phasing projects towards a deadline. I have an abundance of experience handling highly creative, strong personalities of various skill levels and mindsets, focusing them all on a single goal.

### **Organizational Skills**

Organizational skills have been developed through creating and operating Meow Wolf; organizing and leading over 50 talented individuals to produce quality work at a high-level, capable of developing a vision and following through on a strategy until that vision comes to fruition, and following the directions of those in other leadership roles.

Experienced promoter of nightlife events, primarily music shows and dance parties.

### **PR/Marketing Skills**

PR and Marketing skills have developed significantly over the last 12 months. Turned a DIY art show into an international success, landing reviews in global art magazines, and getting 25,000 people through the door.



# Vince Kadlubek

2451 Vereda Encanto, Santa Fe, NM, 87505 • 505-603-9176 • vince@meowwolf.com

## ○ Work Experience

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**July 31st - August 2nd**  
**Night Wave Santa Fe**  
**Project Director**

- Designed, organized, and implemented a 3-night working model weekend in 2014 to explore ways to improve the health of Santa Fe's nighttime economy
- Handled all PR/Marketing of the weekend
- Collected data from the event to showcase how city funding was used and investigate what strategies could be effective on a long-term basis

**Feb. 2008 - Current**  
**Meow Wolf, Santa Fe ([www.meowwolf.com](http://www.meowwolf.com))**  
**Founder, Co-Owner**

- Founder of Meow Wolf, Feb. 2008
- Running weekly meetings of 25 - 50 group members
- Booking, promoting, and operating 3-6 events a month including dance parties, performances, music shows, and installations.
- Project Lead for 12 installations utilizing the collaborating efforts of 25-100 artists
- Responsible for all press material, press contact, and social networking promotion
- Responsible for all money generated by Meow Wolf, as well as purchases that Meow Wolf makes
- Director of The Due Return and the 15 events programmed over the 3 months of its run

**Aug. 2006 - February 2008**  
**Warehouse 21, Santa Fe**  
**Program Coordinator**

- Chaired 5 sub-committees that assisted in the design of Warehouse 21's new facility
- Programming duties such as creating, scheduling, promoting, and operating arts workshops, music shows, parades, and special events
- Office work including filing documents, taking minutes at meetings, and inputting data into computer applications
- Promotional duties such as writing press releases, operating social network sites, designing flyers, and creating a promotion strategy
- Assistant duties such as grabbing food, making coffee, scheduling appointments, and answering the phone

## ○ References

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**Joe Ray Sandoval** - Owner of Skylight Santa Fe, (505) 577-5801  
**George RR Martin**, Author, 505-955-0700  
**Daniel Werwath** - Co-director of MIX, (505) 699-9017

**Piper Kapin**  
 510 Escudero St.  
 Santa Fe, NM 87505  
 505-699-6209  
 piperkapin@gmail.com

Originally from Boston, MA I have been living and working in Santa Fe since 2002. In 2003 I opened Back Road Pizza on 2<sup>nd</sup> st with the goal of providing affordable, great quality food & a space that would benefit the 2<sup>nd</sup> street & the greater Santa Fe community. Back Road Pizza is committed to the dynamic between small local businesses that choose to support each other as much as possible and do the work to be an integral part of the local community. We host benefits, fund raisers, school concerts, entertainment, and we donate to Santa Fe non-profits that provide a variety of services to our community. I believe wholly in the living wage (and pay above that) all while striving to sustain a financially viable and flourishing business model. In 2010 I became the sole owner of Back Road Pizza, and re-committed to these principles on which my business was founded. In 2009 Back Road Pizza was featured on the Food Network's hit show Diners, Drive-Ins & Dives. This national exposure helped to expand our tourist business as well as introduce us to a broader customer base here in Santa Fe.

**Back Road Pizza -** **Owner/ Operator 2003- present**

**1807 2<sup>nd</sup> st #1, Santa Fe, NM 87505**

Locally owned & operated restaurant on 2<sup>nd</sup> st.

- Design & layout for restaurant space
- Application & completion of all permits, inspections & necessary requirements for operations
- Management of all staffing
- Menu development
- Research and implementing of commitment to sourcing sustainable NM produced products including NM beef & pork, cheeses, flour & produce ( when available & affordable)
- Participation in community development of a local food distribution project
- Co- Organizer of the 2<sup>nd</sup> St Experience community street fair
- Resident Agent gent of NM State Restaurant Beer & Wine license
- General Operations
- Development and evolution of businesses
- Leadership and staff development
- Relationship development & ongoing maintenance with a variety of vendors and service people
- Product research
- Payroll
- Book keeping
- Budgeting & expense
- Advertising & marketing
- Community involvement
- Quality control
- Design & ongoing maintenance of patio vegetable gardens
- Opened & operated satellite location on the south side of Santa Fe (2006-2010)

**Evergreen State College** **1999-2002**

Contract Manager of Food Services Operations

- Oversight of Food Services Contract for the college with Sodexo Marriott & Bon Appetit
- Co-chair of committee for scouting and replacing the company responsible for providing food services
- RFP development and process
- Facilitating student and staff dialog around issues relating to food sourcing and choice
- Developed & implemented a local Farm to College program
- Organized & hosted national Farm to College conference

**Blue Heron Bakery** **1996-2000**

Olympia, Wa

- Ⓞ Professional baking including breads, pastry & granolas. Focus on alternative grains, locally sourced & organic products

**Education:**

**Evergreen State College** **1997-2000**

BA in Nutrition & Intercultural Communications

**University of Maine, Orono** **1995-1996**

Studied agriculture & outdoor leadership

WFR certification

Ropes Course certification

**National Outdoor Leadership School (NOLS)** **1996**

Semester program in Baja Mexico focus in outdoor leadership & intercultural communications

## Katherine Anne Chavez

102C E. Faithway St., Santa Fe, NM 87501  
Phone: (505) 440-6802 • E-mail: katechavez@gmail.com

### EDUCATION

- London International School of Performing Arts** Nov 2009 – June 2011  
*Creating Theater and Performance*  
London, UK  
Professional training program (MFA equivalent) in devised creative collaboration
- Brown University** May 2005  
*M.A. Theatre, Speech, and Dance*  
Providence, RI  
Full tuition fellowship and stipend to complete MA studies  
Independent research grant, Barcelona, Summer 2004
- Brown University** December 2002  
*Honors B.A. American Civilization*  
Providence, RI  
Susan Colver Rosenberger Award  
Undergraduate Teaching and Research Assistantship Award

### EXPERIENCE

#### Production/Organization

- “Winning the Future”, Up and Down Theatre Company** 2011 – Present  
*Co-producer, Co-Artistic Director*  
New York, NY  
Albuquerque & Santa Fe, NM
- Co-wrote and performed original show in multiple venues
  - Producer, co-writer and performer of TV pilot for Comedy Central Pilot competition
  - Wrote successful grants from The Puffin Foundation and Yip Harburg Foundation to continue producing new material
  - Producer, writer and editor short-form videos for online content
  - Creation and maintenance of company website
  - Featured in the Albuquerque Journal, Santa Fe New Mexican, and Santa Fe Reporter, among others
- Performance Studies international (PSi), Brown University** 11/2004 – 05/2005  
*Conference Producer*  
Providence, RI
- Co-produced PSi's 11<sup>th</sup> international conference with over 750 participants
  - Coordinated a five-day academic conference and performance festival, including logistical planning, budget management, review of applicants, and volunteer coordination of over 30 volunteers
- The Foundry Theatre Co.** 05/2002 – 09/2002  
*Production Intern*  
New York, NY
- Developed yearly budget, wrote fundraising grants, prepared audience and benefactor database and helped develop programming for Obie-award winning theatre company.
- New Dramatists** 09/2000 – 12/2000  
*Literary Intern*  
New York, NY
- Organized annual playwright application process, stage managed readings of new plays, co-produced annual fundraising benefit for Tony-award winning organization.

#### Investigative/Analytical

- Legislative Finance Committee, New Mexico Legislature** 01/2013 – Present  
*Fiscal Analyst, Program Evaluator*  
Santa Fe, NM
- Research state agency finances and policy practices in public and higher education
  - Execute budget recommendations for Public School Facilities Authority, Regional Education Cooperatives, and New Mexico Special Schools, among others

- Provide analysis and modeling for Lottery Tuition Scholarship and other programs
- Analyze and produce fiscal impact reports relating to education legislation

**John Nicholas Brown Center for the Study of American Civilization** 05/2005 – 09/2005  
*Researcher and Writer* Providence, RI

- Awarded grant to create a web resource on site-specific performance

**Academic Research for Publication** 09/2002 – 05/2003  
*Research Assistant* Providence, RI

- Located and reported on primary and secondary sources for Prof. Richard Meckel for *Children and Youth in Sickness and Health*. Co-edited with J. Golden and H. Prescott. Greenwood Press, 2004; and for Prof. Susan Smulyan for *Popular Ideologies: Mass-Culture at Mid-Century*, published by University of Pennsylvania Press, 2007

### Oral Communication

**Expresión Entrenamiento Integral** 10/2008 – 11/2009  
*Workshop Leader – Public Speaking in English* Madrid, Spain

- Designed original workshop incorporating theatre and music, as well as more traditional techniques, for non-native English speakers to develop public speaking skills

**Private Tutor and Speaking Coach** 01/2006 – 11/2009  
 Madrid, Spain

- Language instructor for adults and children
- Focused on accent reduction and public speaking

### Instruction and Curriculum Development

**Escuela del Sol Montessori** 07/2012 – 01/2013  
*Substitute Teacher* Albuquerque, NM

**Spanish ABQ** 03/2012 – 01/2013  
*Spanish and ESL Teacher* Albuquerque, NM

- Designed and taught language curriculum to individuals and small groups

**Anglo Orbe** 01/2006 – 07/2008  
*ESL Teacher* Madrid, Spain

- Designed lesson plans (all levels)
- Taught at various government ministries in Madrid

### Written Communication

01/2004 – 1/2010  
 Various

#### Dramaturgy/New Work Consultation:

- Work with new plays and screenplays as a consultant for new works-in-progress
- Includes: Kimberly Burke, for her play submitted as a finalist for the Wendy Wasserstein prize and Jonathan Ceniceroz, *The Blessing of the Animals*, DirectorFest, New York, NY

#### Journalism

- Wrote reviews and other articles for English-language papers, including *InMadrid Magazine* and *European Vibe*

#### Academic:

- Selected to present a paper, “Street Theatre and Urban Development in Barcelona” at the Performance Studies international #12 (PSi) conference, London, UK

**Language Skills:** Fluent in Spanish

**Other Skills:** Grant writing experience, project management experience, event planning, public speaking, strong organizational and budgeting skills.