

LETICIA H. CHAVEZ

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8305 parade ln | el paso, texas | 79925

PROFESSIONAL GOAL

Facilitate decision making in public, non-profit, and entrepreneurial organizations through program evaluation, research, strategic planning, business plan development, and policy and procedure review.

EDUCATION

University of Texas at El Paso, 2006
Master of Public Administration

University of Texas at El Paso
Bachelor of Science in Mechanical Engineering

EXPERIENCE

Partner | Helix Solutions | El Paso, Texas | June 2007 - Present

Perform contract services in strategic planning, business development, and program evaluation for Non Profit organizations. Analytical processes are utilized to scope the client's problem, investigate internal and external factors, and provide solutions based on the organization's capacity and priorities.

Director, Vice Pres., & Business Manager | Southwest Engineering Associates | 1989 - 2008

Sixteen (16) years experience in private small business management, developing, implementing, and evaluating client program initiatives. Established successful working relationships with clients to ensure clarity of goals and objectives, responsiveness, and quality service at a fair price.

Organizational experience includes business plan development, marketing, finances, technical proposals, cost proposals, contract negotiation, contract administration, contract implementation and performance evaluation, human resources, policies and procedures, accounting, and cash flow management.

Skilled in applying analytical and critical thinking processes to develop cost control measures, performance measures, and to establish policy and procedures that will ensure client program effectiveness and client satisfaction.

Skilled in communication, listening, conflict resolution, and promoting teamwork. Have the interpersonal skills to blend different cultures and personalities in new working environments.

Industrial Engineer | El Paso, TX | 1972 -1988

Conducted process analysis to design efficient and effective methods. Developed innovative solutions using data gathered and prepared reports to assist management in decision making and achieving goals.

MEMBERSHIPS & ACTIVITIES

Cielo Vista Neighborhood Association, City of El Paso, Member | August 2008 to present
Father Yermo Capital Campaign Board, Member | December 2007 to present
American Evaluation Association, Member | April 2007 - Present
Women's Advisory Board of Providence Memorial Hospital, Co Chair | May 2008 to present
Pi Alpha Alpha Honor Society, Member | May 2006

CERTIFICATIONS & AWARDS

Outstanding Master of Public Administration Research Award | August 2006
Community Development Work Study Program | August 2004 - December 2004
