

Ulises Zatarain

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PROFILE

Experienced in program/project management for nonprofit organizations and educational institutions. Expertise in leading grant development efforts, workforce development initiatives, programming grant funds, as well as developing and implementing undergraduate and continuing adult education curricula.

EXPERIENCE

Community and Economic Development Association of Cook County Inc. Chicago IL

2009 – Present

Deputy Director, Workforce and Economic Development

- Key leader in developing proposals, securing over \$3M in Community Service Block Grants (CSBG) and Workforce Investment Act (WIA) funds. Effectively monitored grant budgets and executed modifications to maximize use of grant funds resulting in fulfilling more than 100% of grant requirements and forming new partnerships and collaborations.
- Successfully implemented training programs in green renovation with Moraine Valley Community College, Wright College, and the Office of Applied Innovation resulting in more than 20 job placements in a 45 day period. Oversaw On-The-Job Training programs in Green Renovation and Hospitality through partnerships with private sector businesses. Achieved over 85% job retention rate for both programs and created over 40 new jobs in a 6-month period.
- Led multi media marketing strategies to successfully promote CEDA Workforce programs to a wide audience. Successfully organized Mini Job Fairs, Hiring Halls, and Employment Networking Events resulting in development of larger and stronger employer database for organization and communities it serves.

Hispanic Housing Development Corporation, Chicago, IL

2005– 2009

Workforce Development Manager

- Primary grant writer/manager, securing over \$600,000 in grant funds. Led million-dollar workforce proposal for (Chicago Housing Authority) CHA. Led project narrative for CHA management proposals, and directed CHA workforce initiatives.
- Awarded LISC (Local Initiatives Support Corporation) funds for Spanish medical interpreting vocational program in 2008 through partnership with Humboldt Park Vocational Education Center, Association House, and local hospitals and healthcare providers in the greater west town communities of Chicago.
- Attained WIA (Workforce Investment Act) certification for computer literacy curriculum designed, making it a state accredited program. Developed and implemented job training and adult education curricula in English and Spanish. Consecutively secured funds for summer internship program through Chicago After School Matters, and put youth to work during summer months at various community work sites in Chicago's Humboldt Park, Logan Square, and Portage Park communities.

St. Augustine College, Chicago, IL

2005 – Present

Adjunct Faculty

- Played key leadership role in enhancing and implementing class curricula for *Spanish 222: Latin American History through Literature* and *Humanities 205: Art Appreciation* undergraduate courses in Spanish and English. Played a key role in achieving highest level of enrollments in Spanish classes, an increase of 60% since time of hire.

- Revamped course curriculum with Latin American Literature Department chair to include Spanish 222 as a general education requirement as well as Humanities 205 and Humanities 202: Spanish Language Composition. Successfully promoted and advocated for importance of bilingual education and continuing education grants and courses.

tieBridge Inc., Falls Church, VA

2004 - 2005

Proposals Analyst

- Researched federal, state, and local databases to identify Requests for Proposals (RFP) opportunities. Supported development of responses to RFPs, and independently drafted several RFP responses.
- Analyzed RFP requirements and identified their fit for company's mission and goals. Oversaw the opportunity qualifications process.

EDUCATION

Northeastern Illinois University, Chicago, IL

Master of Arts Degree GPA 3.8/4.0 (2009)

**Merit Tuition Award for Two consecutive years in recognition of academic excellence*

Virginia Commonwealth University, Richmond, VA

Bachelors of Fine Arts (2004)

SKILLS & INTERESTS

Technology Proficient in Microsoft Office Suites 2003 and 2007. Adobe Photoshop CS4, Illustrator, and Publisher. IC3 (Internet and Computing Core) Certified Instructor. Final Cut Studio Suites.

Other Bilingual in English and Spanish, Expert at translating documents from English to Spanish. Experienced in teaching Latin American Literature, History, Art and Culture. Volunteer writer and art & media critic for *Contratiempo* Spanish Literary magazine in Chicago.