

Jesse Z. Becerra
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Qualifications:

Computer Skills: Excel, Word, Powerpoint, Canva, Outlook, Mail Chimp
Customer Relationships Management: Caseworthy, ETO, Dynamics, Salesforce, Apricot
Office Skills Correspondence, transcription, data maintenance
Project Management: Coordinate, plan, and implement various programs

Experience:

Post Secondary Coach, Treehouse, Seattle. Dec. 2021- Present

- Manage an assigned young adult caseload of 55-60, using established procedures, practices, and trauma-informed policies.
- Provide goal setting and support for postsecondary education, including applications, FAFSA, scholarships, and Education Training Voucher.
- Build career exploration opportunities and build young adult skills in interviews and job retention.
- Connect youth to housing opportunities and build life skills. Record complete, accurate, and updated case notes of work with clients

Academic and Career Volunteer Coordinator, Treehouse, Seattle. Feb. 2020- Dec. 2021

- Recruit, train, and manage community and career volunteers to participate in youth programming.
- Actively train and advise 80 to 120 active tutors within the tutoring program. Plan and execute career exploration and hiring opportunities.
- Plan, execute, and evaluate workshops, training, and social events.
- Record data and generate reports on program efforts. Develop continuous quality improvement processes through programs. Develop and maintain community partnerships throughout the state.

Young Adult Program Coordinator, WorkForce Central, Tacoma. Jun 2018- Feb. 2020

- Develop and implement youth programming through internships and leadership councils.
- Represent WFC as a liaison in outreach, presentations, and industry conferences.
- Develop job site opportunities for internship participants.
- Monitor and support the progress of young adults in the program.
- Prepare and manage a budget for the two programs. Conduct community engagement and outreach to underserved populations. Create and host workshops for workplace readiness and retention.
- Create and advise on post-secondary plans with youth participants.

Outreach Coordinator, University of Puget Sound, Tacoma. Sep. 2014- May 2016

- Recruit Tacoma Public School students to attend Equity Access programs at University of Puget Sound.
- Create and deliver digital communications and marketing to school partners.
- Train and onboard student volunteers for tutoring program.
- Assist in engagement and outreach opportunities including college access fairs, classroom visits, and counseling prospective University of Puget Sound Students.

Education

Bachelor of Arts, Business Administration, University of Puget Sound, Tacoma, WA 2018

References

Dominic Jay Leon Guerrero,

Assistant Director of First Generation Student Initiatives, djcrisos@uw.edu.

Joe Colon

Former Access Program Director, josephwcolon@gmail.com.

Tamar Jackson, Workforce Central Community Engagement Director,

tjackson@workforce-central.org.

Shaunessy Jones Former Treehouse Director of Community Engagement,

shaunessy.jones@gmail.com.