

JESSICA TREJOS CANELA

PROFESSIONAL KNOWLEDGE AND SKILLS

- Advocacy and empowerment for immigrants and refugees
- Strong motivation skills
- Experience providing bilingual services
- Knowledge working with multicultural children, youth, and families

EDUCATION

Columbia University School of Social Work; New York, NY

Master of Science in Social Work, May 2013

Concentration: Advanced Generalist Practice and Programming

Specialization: Family, Youth, and Children's Services

Minor: International Social Welfare and Services to Immigrants and Refugees

Pace University School of Education; New York, NY

Master of Science in Teaching, May 2008

Concentration: Adolescent Education

Specialization: Foreign Language Arts

Providence College; Providence, RI

Bachelor of Arts, May 2006

Majors: Social Sciences and Spanish

LANGUAGES

Professional working proficiency in Spanish, written and spoken.

PROFESSIONAL EXPERIENCE

University of Wisconsin - Madison, WI: Pre-College Advisor

December 2015 – Present

- Coordinate educational enrichment programs, activities, projects and components of pre-college programs for student participants.
- Provide guidance and support on academic, social, cultural, behavioral and other areas that positively and negatively impact the success of student participants.
- Maintain regular and ongoing communication with students, parents, teachers and other school staff as needed to ensure the educational plans of each participant; resolve any site, staff and student issues and concerns, and ensure the delivery of quality service to all participants and program partners.
- Solicit, recruit and interview highly qualified instructional staff, teaching assistants, and tutors.
- Develop a manual and present a workshop for summer residential staff on mental health protocols.

Centro Hispano - Madison, WI: Program Director

September 2014 – November 2015

Program Coordinator

September 2013 – September 2014

- Achieved promotional advancement from earlier position as Program Coordinator.
- Planned and developed curriculum for the New Routes Adolescence programs; recruited participants.
- Selected, trained, and supervised a team of social work interns to assist with the New Routes Adolescence programs.
- Provided bilingual case management services and casework counseling for the families of participants.
- Conducted outreach to Dane County high schools to support at-risk Latino youth, as well as located and collaborated with community organizations dedicated to improving the quality of life for underserved youth and families.
- Ensured that all service and outcome reports are completed accurately and on time while monitoring program progress to ensure goals and objectives are being met.
- Prepared and submitted grant proposals to secure funding and sustain programs.

Jessica Trejos Canela

Mercy Center - Bronx, NY: Program Assistant

September 2012 – August 2013

- Educated, advocated, and promoted immigrant rights among agency participants.
- Met with individuals/families and referred participants to outside organizations, including entitlement benefits agencies as necessary.
- Planned and developed a curriculum for a support group for pre-teen girls, co-facilitated the group.
- Co-facilitated bilingual workshops and created informative materials for distribution at the workshops
- Conducted research on the neighborhood, and prepared a presentation and a report based on the findings to present to the Board of Directors for program planning purposes.

Harlem-Dowling Westside Center - Jamaica, NY: Case Planner

September 2011 – May 2012

- Provided bilingual case management services, casework counseling and conferencing.
- Administered and evaluated safety and risk assessments, service plan developments, and health and educational monitoring to children who are at risk of disruption (foster care placement).
- Addressed short-term crisis interventions.
- Located and collaborated with community organizations dedicated to preserving the integrity of families and keeping children safe and at home in the community.

Eugenio Maria de Hostos I.S. 318 - Brooklyn, NY: Teacher

August 2006 – August 2011

- Taught Spanish Foreign language Arts to nearly 300 seventh and eighth graders each year.
- Analyzed student learning difficulties and recommended action.
- Created assignments that developed critical thinking and practice, and created exams that evaluated knowledge and skill mastery.
- Incorporated at-risk population and cultural diversity materials into the course.

INTERNATIONAL EXPERIENCE

Global Potential - New York and Nicaragua: Community Facilitator May 2012 – September 2012

- Individually supported a rural Nicaraguan community and the work of the agency through monitoring and evaluation; created and organized the assessments, surveys, interviews, focus groups, and activities through which monitoring and evaluation took place.
- Assisted in community development, leadership organizing, and capacity building efforts.
- Organized and facilitated inter-community social and community service activities.
- Planned and implemented a multi-day, inter-community youth leadership conference.
- Assisted in selecting and preparing the local and visiting village youth for attending the conference.
- Administered English lessons to a group of children from six to twelve years old.

POST-SECONDARY TEACHING EXPERIENCE AND GUEST LECTURES

University of Wisconsin-Madison; Madison, WI

- **School of Social Work; Social Work Practice in Public and Private Child Welfare**, February 2016
- **School of Social Work; Social Work Practice in Community Agencies**, February 2016
- **School of Human Ecology; Racial Ethnic Families in the United States**, July 2015
- **School of Medicine and Public Health; M1 Integrative Case: Poverty and Health**, November 2014
- **School of Social Work; SW Practice in Disabilities & Advocacy in Multicultural Settings**, November 2014
- **School of Education, Department of Curriculum & Instruction; Literacy as a Civil Right**, October 2014

LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

- **Dane County Restorative Justice Collaborative; member**, March 2015 – November 2015
- **High School Behavior Education Plan Cross-Systems Team; member**, February 2015 – November 2015
- **Juvenile Justice Supervision Coordination Team; member**, October 2014 – November 2015
- **Superintendent's Human Relations Advisory Committee; member**, September 2014 – November 2015
- **M.O.S.T. Family and Youth Engagement workgroup; member**, January 2014 – November 2015
- **Latino Education Council; member**, November 2013 – Present
- **Communities United coalition; member**, August 2013 – Present