

Jorge Quezada | 5601 Monterey Road • Los Angeles • CA • 90042

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DIRECTOR OF GOVERNMENT RELATIONS | PROGRAM MANAGER | DEVELOPMENT DIRECTOR

“Open to Government Relations Director and Program Manager Positions for Government, Education, Healthcare, or Technology”

PERFORMANCE PROFILE Multi-Faceted Government Relations Director with experience delivering public policy expertise to local and state offices and officials. Equivalent experience working as a Program Manager, Director of Development, and Government Affairs Consultant serving as an advisory and leader for nonprofit organizations in business management and for businesses dealing with government administration. Well-versed in development strategy, legislative policies and procedures, public relations, relationship building/networking, fundraising, and budget preparation to ensure success in building organizational function and improved operational processes. Experienced in strategic planning in project management, program development, training/development, event management, public policy development, and contract administration. Focused on business development for client companies, negotiating contracts as well as facilitating the development of relationships between executive level clients and government officials to meet strategic goals. Effective communicator willing to learn through research and analysis of business trends to deliver on organizational objectives and ensure comprehensive understanding of subject matter for results.

HIGHLIGHTS

- ♦ Provide consulting services in advocacy/support of lobbying efforts for private sector businesses to achieve their government affairs objectives through introductions with government officials; ensuring abidance with governmental processes and regulatory compliance.
- ♦ Demonstrated history working at the local and state level of government administration for the City of Los Angeles, under Mayor James Hahn; serving in public affairs as well as delivering expertise in public policy to manage complex advocacy programs for the public sector.
- ♦ Knowledgeable in building nonprofit operations from the ground up as well as ensuring outreach awareness is available through strategic partnership development, media communications (web page, social media, digital marketing, print media, etc.), and volunteerism.
- ♦ Well-versed in managing strategic communications with media relations; ensuring press promotion/positioning of public policy issues.
- ♦ Fluent in English & Spanish (Bilingual Oral/Written Communication Skills).
- ♦ Technical Competencies: Microsoft Office: Word, Excel, PowerPoint, Outlook; WordPerfect: Adobe Photoshop CS6.

PROFESSIONAL EXPERIENCE

NORTHEAST GRAFFITI BUSTERS | Sun Valley, CA

6/2005-Present

Development Director Manage operational staff in government relations activities and direct volunteers in outreach efforts.

- ♦ Build/implement development plan for grantmaking efforts for the nonprofit/not-for-profit organization to grow in civic engagement.
- ♦ Establish and foster community relationships with government offices, community-based nonprofit organizations, and local businesses; securing financial support from relationships with donors, including individuals, corporations, and affiliate foundations.
- ♦ Develop and execute annual fundraising plans via grant proposals to fund grant programs by building/soliciting a sustainable base of annual individual living and legacy donors/strategic alliances/related agencies to ensure contributions for organizational capacity.
- ♦ Create marketing material to include all organizational programming (e.g. website, special events) to solicit donors and identify funding sources (i.e. grants, charitable events, in-kind donations).
- ♦ Manage Human Resources function of organization, including the development and management of an employee evaluation process.
- ♦ Execute contract compliance with City departments utilizing knowledge of legislative standards and public policy information.
- ♦ Represent the foundation at various events and meetings to discuss/update on public policy issues.
- ♦ Developed and sustained strategic public/private partnerships and coalitions.

QUANTUM MANAGEMENT COMPANY | Riverside, CA

2016-2018

Government Relations Director Created relationships with local government to provide information and guidance on implementing cannabis operations in local jurisdictions; educating and empowering local Elected Officials, City Managers, and Financial Directors.

- ♦ Effectively worked as an advisor and lobbyist, consulting cannabis clients in the South Bay and San Gabriel regions to obtain permits/licenses to cultivate, manufacture, and dispense cannabis.
- ♦ Organized/communicated with 13 consultants in Southern California, including Los Angeles, South Bay, and the San Gabriel Valley.
- ♦ Organized on-the-ground campaigns to support company's objective of promoting and lobbying for business clients.
- ♦ Maintained constant contact and communication with more than 20 clients, conducting meetings and presentations, which included weekly and quarterly progress reports.
- ♦ Created informational material for local government for marketing purposes; toolkits and template marketing collateral.
- ♦ Developed and sustained strategic public and private partnerships to support company's objective.

CITY OF LOS ANGELES/OFFICE OF MAYOR JAMES K. HAHN | Los Angeles, CA

2001-2005

Director, Mayor's Volunteer Corps, 2003-2005 Serve in civic leadership for the government agency, as Point-of-Contact for the Mayor's emergency operations and volunteer services; ensuring proper operations management.

- ♦ Planned/executed high-level, City-sponsored regional community events, for legislative and administrative advocacy.

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CITY OF LOS ANGELES/OFFICE OF MAYOR JAMES K. HAHN | Los Angeles, CA

2001-2005

Director, Mayor's Volunteer Corps, 2003-2005 / Continued from Page 1 Collaborated with 80+ City departments to identify personnel and workload deficiencies; communicating with Elected and Appointed Officials as well as government staff.

- ♦ Provided ongoing public policy directive planning pertaining to the City's emergency operations.
- ♦ Connected Mayor's Office with public/private partnerships to work on public policy developments.
- ♦ Recruited, interviewed, and hired volunteers for over 80 City departments, working with diverse community constituencies.
- ♦ Created and established the electronic tracking system for Citywide volunteers, ensuring proper allocation of volunteer services.
- ♦ Designed and managed the City's volunteer recruitment and placement website to efficiently promote volunteerism.

Program Manager, SafetyNET, Mayor's Volunteer Corps, 2001-2003 Worked with State, County, and City (local) emergency responders on disaster preparedness program.

- ♦ Developed and managed Citywide Train-a-Trainer Program to designated neighborhoods; sustaining pre-disaster preparedness.
- ♦ Created grant proposals to build organizational capacity from grant funding efforts.
- ♦ Managed 100+ volunteers in disseminating emergency preparedness information.

Representative, Constituent Services, Mayor's Office of Community Affairs, 2001 Communicated with City departments to expedite public services and provide public policy recommendations to management.

- ♦ Served as a constituent service representative to address and solve stakeholders' and stakeholders'/residents' public affairs issues.

NO ON PROPOSITION 38 CAMPAIGN | Los Angeles, CA

2000

Community Organizer/Logistics Coordinator Supervised of a 10-member team of organizers for extensive outreach campaign within the Los Angeles Community College District.

- ♦ Conducted educational presentations to various community-based organizations to raise community outreach awareness.
- ♦ Coordinated and supervised field operations in the Greater Los Angeles area, ensuring organizational and operational efficiency.
- ♦ Operated as the initiative liaison to Elected Officials and organized labor to ensure advocacy efforts are in progress.
- ♦ Managed the Get-Out-The-Vote Campaign in various Latino communities.

CALIFORNIA FINANCIAL CREDIT ASSOCIATION | Reseda, CA

1996-7/2000

Director, Asset Research/Collections Employed asset research and collection techniques, effectively negotiated payments of unpaid debts.

- ♦ Responsible for training new hires with "skip-tracing" techniques and developed new "scripts" for the collection process.
- ♦ Collaborated with the company's legal department to employ legal measures to satisfy debt obligations.
- ♦ Tripled division revenues for supervised collection associates for 1999 and 2000.

FIRST INTERSTATE BANK | Los Angeles, CA

1993-1996

Supervisor, Bankcard Collections Responsible for supervision of Bankcard collections unit and negotiated payments of unpaid debts.

- ♦ Responsible for the operation of company's automated customer service phone bank system.
- ♦ Created new marketing strategies of financial investment services and represented bank at 4 annual expos to show bank's services.

EDUCATION | PROFESSIONAL DEVELOPMENT

B.A., Political Science, Public Administration; California State University, Los Angeles, 2014

A.A., Liberal Studies; Los Angeles Mission College, 1999

National Development Council, Economic Development Financial Professional Certificate(EDFP), 2011

Elite Legacy Education, Fundamental and Technical Analysis for Stock Trading

PROFESSIONAL AFFILIATIONS

Founding Member- Los Angeles Latino Giving Circle- Latino Community Foundation, 2016- Present; *Vice-Chair*- Hermon Neighborhood Council, 2017-Present; *President*- Pacoima Community Housing Corp. (nonprofit), 2009-2012; *Chair*- Pacoima Chamber of Commerce (nonprofit), 2007-2009; *Chair*- Pacoima Neighborhood Council (PNC), 2007-2008; *President*- Initiating Change in Our Neighborhoods (ICON-CDC nonprofit), 2001-2005; *Chair*- Proposition K, Valley Regional Volunteer Neighborhood Oversight Committee (RVNOC), 2004-2011; *Member*- Lopez Canyon Landfill Community Advisory Committee, 2006-2010; *Member*- Citizens United for Participation, rep. for Council District 7, 2005-09

GENERAL VOLUNTEERISM

Raul Bocanegra for State Assembly - 2016, Nury Martinez for City Council - 2015, Tony Cardenas for Congress - 2013, Felipe Fuentes for States Assembly - 2010, Alex Padilla for State Senate - 2006, Tony Cardenas for City Council - 2002, No on 38 (anti-voucher) Statewide Campaign - 2000, Woody Fleming for City Council - 1999