

# CARLOS TORRES

## EDUCATION

**University of Arizona**  
Masters in Public Administration (MPA)

**December 2013**

**University of Arizona**  
Bachelors of Art – History

**August 2004**

## HIGHLIGHTS OF QUALIFICATIONS

- Veteran, US Army (1991 – 2001), Honorable Discharge
- Bilingual/fluent in both English and Spanish
- Over 20 years of professional experience in supervision, management and training
- More than 10 years of experience in grant writing, program design, implementation and marketing
- Additional, 5 years of professional experience in contract monitoring, budget management and evaluation

## CHRONOLOGY OF EMPLOYMENT

**National Community Health Partners (NCHP)**  
*National Capacity Building Assistance Specialist*

**April 2013 – October 2015**

### Functional Responsibilities:

- Responsible for marketing services, securing and delivering training across the United States and its territories
- Conducts independent research for the development of training curricula (examples include; Grant Writing, Strategic Planning, Board Development, Policies & Policies, and Self-Care)
- Responsible for the translation of CDC training curricula from English to Spanish to be used by other trainers throughout the US and its territories
- As requested, effectively facilitates trainings in Spanish throughout the US and its territories
- Accurately completes and submits all required programmatic documentation in a timely manner

**Southern Arizona AIDS Foundation (SAAF)**

**June 2005 – April 2013**

*Program Manager - Alternatives*

### Functional Responsibilities:

- Hired and trained all program staff – as needed provided mentoring, coaching, staff development and supervision
- As needed, recommended appropriate personnel actions to Human Resources
- Prepared personnel annual performance evaluations
- Supervised the marketing, implementation, and program's evaluation activities
- Accurately prepared and submitted all required reports
- Managed program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- Monitored program's budget to ensure accuracy and compliance with guidelines
- Maintained ongoing communications with collaborators and community partners

***Program Manager - Syringe Access Program***

**2011 - 2013**

**Functional Responsibilities:**

- Developed appropriate protocols for the implementation of appropriate program activities
- Trained, mentored and supervised program staff and volunteers
- Responsible for the design and execution of a marketing plan to recruit program participants
- As required, prepare personnel performance evaluations
- As needed, made recommendations to Human Resources for personnel actions
- Managed the program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- Monitored program's budget for accuracy and compliance with established guidelines
- Prepared and submitted progress and annual reports for funder

***Program Manager - HEP TLC***

**2012-2013**

**Functional Responsibilities:**

- Developed protocols for program activities and messages
- Hired, trained, and provided ongoing coaching, mentoring and supervision of program staff
- Managed all aspects of the program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- Worked with community providers to make services available at various sites
- Accurately completed all required progress and annual reports to funder in a timely manner
- Monitored program's budget for accuracy and compliance with guidelines
- As needed, prepared performance evaluation forms for program staff

***Program Manager - Points of Health Project (PHP)***

**2006 - 2010**

**Functional Responsibilities:**

- Hired and trained program staff – as needed provided coaching, mentoring and supervision
- Responsible for overseeing the marketing, implementation and supervision of all program activities
- Managed all aspects of the program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- Monitored program's budget for accuracy and compliance
- Prepared and submitted all required program reports to funders
- As needed, prepared performance evaluation of program staff

***Case Manager***

**2005 - 2006**

**Functional Responsibilities:**

- Assess an individual's need/readiness for services and develop an individual Care/Empowerment plan
- Develop a psychosocial history for clients
- Assist the individual in obtaining needed services through coordination with community resources
- Regularly monitor and document progress of clients