

RESUME OF: CARLOS TORRES

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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 in grant writing, program design, marketing and implementation
- Additional 5 years of professional experience in contract monitoring, budget management, and evaluation

CHRONOLOGY OF EMPLOYMENT

National Community Health Partners (NCHP)
Position: National Capacity Building Assistant (CBA) Specialist

April 2013 – October 2015

Functional Responsibilities:

- Assists with the development and implementation of assigned project(s) and monitors project schedules (programmatic and financial)
- Assists with developing and accessing community networks
- Assists with preparation of schedule reports relevant to project activity
- Analysis Quality Assurance & Utilization Rates data and creates reports for Senior Management
- Assist with analysis and evaluation of project goals, and maintains communication with evaluator
- Assists with provision of trainings, and development of products

Southern Arizona AIDS Foundation (SAAF)

June 2005 – April 2013

Position: Program Manager Alternatives: HIV Prevention Program, funded by the Centers for Disease Control and Prevention (CDC), targeting substance users and re-entry populations

Functional Responsibilities:

- Managed program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- As needed, used program data to make adjustments to program activities
- Maintained meaningful and ongoing communications with collaborators and community partners
- 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 on time
- Monitored program's budget to ensure accuracy and compliance with guidelines

Position: Program Manager Syringe Access Program: A Harm Reduction program focused on providing consumers with the supplies necessary to reduce the spread of HIV and viral hepatitis.

Functional Responsibilities:

- Managed the program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- As needed, used program data to inform changes of program activities
- 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
- Monitored program's budget for accuracy and compliance with established guidelines
- Prepared and submitted progress and annual reports to funder

Position: Program Manager Hepatitis Education Prevention, Testing and Linkage to Care (HEP TLC): Funded by the CDC to provide viral hepatitis education, testing and linkage to care to injection drug users (IDUs)

Functional Responsibilities:

- Managed all aspects of the program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- Used data to measure program activities and report success/challenges of the program
- Developed protocols for program activities and messages
- Hired, trained, and provided ongoing coaching, mentoring and supervision of program staff
- 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

Position: Program Manager Points of Health Project (PHP): Funded directly by the Substance Abuse and Mental Health Services Administration (SAMHSA). PHP was a substance abuse, HIV and hepatitis prevention program working with Latino and African American men who have sex with men and Latino and African American jail/prison re-entry men.

Functional Responsibilities:

- Managed all aspects of the program's data collection activities including; data management, quality assurance, quality improvement, process monitoring and outcome evaluation
- Met regularly with Project Evaluator to assess progress towards established goals and develop strategies to overcome barriers
- Hired and trained program staff – as needed provided coaching, mentoring and supervision
- Responsible for overseeing the marketing, implementation and supervision of all program activities
- 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

Position: Case Manager: Provided comprehensive case management services to a broad spectrum of persons living with HIV/AIDS and their families. Caseload ranged from 45 to 60 individuals.

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

Wingspan

October 2004 – June 2005

Position: Bilingual Advocate & Educator. Provide crisis intervention and advocacy services to LGBT victim/survivors of violence, as well as provided outreach and education about violence within and against the LGBT community with a focus on Spanish-speakers.

Functional Responsibilities:

- Trained Wingspan volunteers and staff on cultural competency when working with Latino survivors of domestic violence, harassment, and discrimination
- Provided community education in English and Spanish on issues of violence within and against the LGBT community to agencies, classes, and community groups throughout Southern Arizona
- Helped develop bilingual outreach materials and staff information tables
- Answered crisis line and work with walk-in clients
- Conducted intakes for emergency shelter program