

Michelle Cerrato Dominguez

SUMMARY

To be a part of a company that will allow me the opportunity to utilize my professional experience and offer vast opportunities for growth and advancement, while working in an environment that fosters teamwork.

WORK EXPERIENCE

07/2004 to present

Miami Coalition for the Homeless, Miami, FL

Position: Policy Director

- Responsible for generating awareness and support for the Miami Coalition for the Homeless advocacy issues
- Identify priority policy issues at the local, state and federal levels
- Manage the day-to-day operation of the office and acts as an Assistant to the Executive Director
- Monitor legislative and/or policy developments related to homeless issues
- Develop relationships with local organizations to build support for homeless issues
- Meet with Commissioners and their staff to gain support for MCH's advocacy issues
- Meet with members of the State Legislature, their staff and other state government officials to build and gain support for MCH's advocacy issues
- Maintain relationship with key government officials, non-profit organizations to ensure maximum exposure for MCH's work and issues
- Create media communications strategies
- Provide information to media
- Make community presentation
- Attend homeless policy meeting and task forces as requested
- Provide periodic updates on the status of issues to the community
- Check hearing schedules for issues concerning homelessness
- Help coordinate lobby days and any other advocacy events
- Seek out other organizations, coalitions, companies and governmental agencies to leverage partnership opportunities to advance MCH's advocacy issues
- Keep files and notebooks for organizations in which Executive Director participates
- Keep files for matters Executive Director currently working on, including Advocacy issues
- Track orders of publications, memberships, etc.
- Track staff or consultant assignments and correspondence within the office
- Coordinate Executive Director's out schedule and appointments
- Empty Executive Director's out-basket and distribute and/or file documents accordingly
- Make travel arrangements, including setting up frequent flyer and other special arrangements
- Arrange meetings, appointments, etc, at Executive Director's request
- Write Board minutes for review by Executive Director
- Draft routine correspondence
- Send out/distribute faxes and staff memos
- Receptionist duties such as answering phones, welcoming visitors, etc.
- Taking minutes at Board and Committee meetings
- Providing Board members with requested information
- Staffing Committees as requested
- Perform such other related duties as are periodically assigned
- Formulate and implement office management procedures governing filing, meeting scheduling
- Maintain mailing list
- Handle office procurement
- Assist with handling of financial information as requested by Executive Director

07/2002 to 07/2004

Miami Coalition for the Homeless, Miami, Florida

Position: Administrative Assistant

- Manage the day-to-day operation of the office and acts as an Assistant to the Executive Director (ED)
- Keep files and notebooks for organizations in which ED participates
- Keep files for matters ED currently working on, including Advocacy issues
- Track orders of publications, memberships, etc.
- Track staff or consultant assignments and correspondence within the office
- Coordinate ED's out schedule and appointments
- Empty ED's out-basket and distribute and/or file documents accordingly
- Set up collective rolodex and retrieve documents and contact information when collective rolodex does not have them
- Make travel arrangements, including setting up frequent flyer and other special arrangements
- Arrange meetings, appointments, etc, at ED's request
- Write Board minutes for review by ED
- Draft routine correspondence
- Send out/distribute faxes and staff memos
- Receptionist duties such as answering phones, welcoming visitors, etc.
- Taking minutes at Board and Committee meetings
- Providing Board members with requested information
- Staffing Committees as requested
- Perform such other related duties as are periodically assigned, all within the permitted scope of duties for this position
- Adhere to all Coalition Policies and Procedures
- Formulates and implements office management procedures governing filing, meeting scheduling
- Maintains mailing list
- Handles office procurement
- Assist with handling of financial information as requested by ED

10/2000 to 06/2002

Carrfour Supportive Housing, Miami, Florida

Position: Office Manager/Executive Assistant

- Manage the day-to-day operations of the office and act as the Assistant to the Executive Director
- Formulate and implement office management procedures, governing filing, meeting scheduling
- Supervise Administrative Assistant
- Arrange meetings and travel arrangements for Executive Director
- Responsible for the contracting, maintenance and repair of all agency office equipment, including fax machines, photocopiers, phones, phone/voice mail systems, computers, and printers
- Responsible for the assignment/termination of email addresses and maintenance/regular back-up of Main Office server
- Coordinate purchase and distribution of office supplies, business cards and stationary to all offices
- Schedule and coordinate Board and Committee meetings and materials, record and prepare Board meeting minutes
- Maintain agency phone directory and ACT database
- Coordinate updating of agency website
- Coordinate parking stickers, building/office access for main office employees
- Review and approve payment of applicable administrative invoices
- Manage mail and fax distribution at the Main Office and coordinate deliveries to program offices
- Maintain file system for agency contracts and grants
- Ensure coverage of front desk
- Prepare instructions or written procedures as necessary
- Assist with preparation of funding applications, including collection of all supplemental information needed for applications
- Ensure insurances are kept current and maintain insurance files
- Conduct new hire orientations
- Manage benefit enrollment and termination for all employees
- Manage and maintain personnel employee files

03/1999 to 10/2000

Save the Children – Latin America and the Caribbean Regional Office
Position: Administrative Assistant/ Office Operations Coordinator

- Oversee all aspects of the office's administrative functions
- assist with the managing of the office financial operations
- manage the petty cash functions
- assist with the annual budget planning for the Miami office
- provide technical assistance with all aspects related to computers
- developed and maintain an efficient filing system
- assist with travel arrangements
- responsible for accounts payable and receivable
- responding to the needs of the field programs
- assists with preparation, coordination and logistics of meetings, workshops, and training, and special events

10/1995 to 03/1999

Catholic Home for Children – Catholic Charities

Position: Administrative Assistant

- Secretary to the Director, Social Workers, Case Managers
- Bookkeeper for the Fund-Raising Department
- Accounts Payable and Accounts Receivables
- M.I.S. Data Entry
- responsible for the Budget of the Programs

EDUCATION

The Academy
A+ and NET+ Certificates

Miami, Florida

Coral Gables High School
High School Diploma

Coral Gables, Florida
Graduated: 1993

SPECIAL SKILLS

- Speak, write, and read Spanish fluently.
- Computer proficiency in Windows XP, Microsoft Office, QuickBooks
- Excellent organizational and communication skills (written, verbal, and oral).

REFERENCES AVAILABLE UPON REQUEST