

LISA AVILA

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PROFESSIONAL EXPERIENCE

DePaul University

Event Manager – College of Computing & Digital Media

Jan 2019 - Present

- *Event Management-* Support an annual average of 200 large and small-scale events. Coordinate with various internal departments and external organizations to ensure location, space needs, tech, AV, catering, marketing and contract needs are set per each event. Support in creating UX workflow for a more streamlined event management process in university software.
- *CDM Tour Management:* Responsible for overseeing daily tours of prospective students and their families in our Loop and Cinespace facilities. Created data analysis queries to create new tours based on data and need. Created new partnerships with Chicago Public Schools to increase inclusion and diversity among CDM incoming students. Work closely with admissions to capture all prospective student information for proper follow up communications. Manage and mentor 6 student workers.
- *Summer Program Management:* Oversee 10 annual summer programs for high school youth. Support in application creation, review, and communications with applicants. Organize catering, rooms, software needs, swag distribution, faculty needs, and promotion of programs.

DePaul University

Assistant - Center for Latino Research & Latin American & Latino Studies (Full-Time)

Jan 2017 – Dec 2018

- *Fiscal/Budget Support:* Maintain financial record for 6 budgets, process reimbursement, manage company card purchases and orders, facilitate monthly reconciliation, create & maintain budget projections, responsible for quarterly spending, represent Center and Department at monthly Budget Manager's meetings
- *Event Planning Support:* Responsible for catering, room reservations & coordinating flights/hotels, honorariums, coordinate with DePaul offices and departments for budget transfers and support in the creation of promotional materials, and advertisement. Ensure communication mediums are up-to-date.
- *Departmental Support:* Trouble-shooting classroom technical needs, supervising staff of four student workers and two research assistants, responsible for ordering supplies and maintaining office general needs including managing needs for computers, work orders, keys and maintaining their respective inventories. Strategize and coordinate efforts to boost department visibility on-campus and online activity to encourage enrollment.
- *Center Support:* Support in-house journal by collecting, filing, archiving all articles, pictures and permissions. Ensure contributors submitted in a timely manner. Communicated with publishing house progress and needs Director. Gather materials for review each fellowship grant cycle.

Northwestern Pritzker School of Law/ Children & Family Justice Center

Legal Assistant II (Temporary 5 months)

2016

- *Program support:* Supervise legal assistants; Provide IT support, translation services, and serve as point-person in communications between the faculty and students for all course and client-related matters. Plan, coordinate logistics of events, including marketing, advertising, and travel. Prepare and process all financial requests/expenses transactions. Grant research and preparation.
- *Office management & Legal Support:* Manage and maintain files and offices of assigned attorneys. Draft routine motions; arrange for filing and service; Format briefs. Schedule legal calls & visits

Loevy & Loevy/Exoneration Project

Paralegal for Loevy & Loevy (Full-Time)

2011-2015

- Supported and point-person for the holistic needs of incarcerated clients and recently released clients including coordinating client-attorney legal calls and visits.
- Led the Prisoners' Rights Project: Research Freedom of Information Act laws, request and track over 3000 FOIA requests, responses and follow-up with potential litigation avenues.
- Conducted research, including but not limited to Westlaw case cites, local and federal rules,
- Managed documents, databases, court filings, and trial exhibits for over 40 civil rights cases, including several class actions with as many as 300,000 claimants.
- Wrote memoranda to partners on potential cases including relevant legal research, due diligence on potential clients' history, and recommendations on whether to advance litigation.
- Create and maintain legal call and visitation request system; schedule and organize logistics of high volume legal calls and visits between incarcerated clients and attorneys, maintain positive relationships with prison officials in accordance to prison policies.

El Valor (Childcare & Head Start)

Family Case Worker (Full-Time)

2009-2011

- Connected caseload of 100 high or at-risk families with local and governmental resources.
- Evaluate families' strengths and necessities, establish and support family goals, with referrals, tracking family medical,

- dental, financial, referrals, and goal progression in federal database.
- Established community resources for client referrals and student enrollment.
- Support and identify recruitment and enrollment efforts by engaging with community.

Crossroads Fund through Public Allies Chicago AmeriCorps

Lisa Fittko Intern through Public Allies (Full-Time)

2008-2009

- Participated in the grant-making process including proposal and budget narrative review, site visits; transcribe site visit reports with recommendations to the board.
- Plan, coordinate and execute capacity building and fundraising workshops for grantees
- Created Anti-Oppression and Racism workshops in Chicago’s Chinatown and Uptown communities, sole liaison between Public Allies, and the Chinese American Service League and the Chinatown Elders.

SKILLS & PROJECTS

Spanish Fluency, Advertising, Strategic Planning, Event Coordination, Budget Management, Grant Writing, Office & Staff Management, Public Speaking, Community Mapping, Cultural Sensitivity, Self Starter, Mailchimp, Office Suite, Web Browser Tools, Social Media Proficient

Key Charter School

2015

Parent and Community Engagement and Support Specialist identified & met with leaders from schools, non-profits, religious and community institutions regarding community educational strengths and needs to understand and gauge needs and support.

Chicago Center for Youth Violence Prevention

2014

Field interviewer for “An Assessment of Community Violence and Community Based Violence Prevention Approaches”.

Alivio Medical Center GE Grant Writer

2011

Secured a 250k grant for Alivio’s healthy living and dental program.

Boarder Bandits

2008

Research assistant and copy editor, created database of films depicting the U.S. borders.

Cosmopolitanism in the Americas

2005

Research assistant and copy editor, converted entire book from APA to MLA style.

EDUCATION

DePaul University

MA in Public Relations & Advertising Spring 2021
Major Coursework in Advertising

Bowling Green State University, Bowling Green, OH

MA in American Culture Studies
Coursework in Nonprofit Management, Grant Writing & Museum Preservation

DePaul University, Chicago, IL

Bachelor of Arts in Spanish & Latin American and Latino Studies

REFERENCES

Alejandra Delgadillo

DePaul University

1.872.223.2085

Center for Latino Research Dept. Assistant

EVA NAGAO

Interrupting Criminalization

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Project Director

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Managing Paralegal

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Founder & Partner