

ZOILA YAMID ALVAREZ

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EDUCATION

JURIS DOCTORATE CANDIDATE UNIVERSITY OF NEW MEXICO SCHOOL OF LAW	EXPECTED COMPLETION MAY 2018 ALBUQUERQUE, NM
MASTER'S IN BILINGUAL EDUCATION WITH DISTINCTION UNIVERSITY OF NEW MEXICO	MAY 2015 ALBUQUERQUE, NM
B.A. IN POLITICAL SCIENCE & SPANISH MINOR UNIVERSITY OF NEW MEXICO	JULY 2010 ALBUQUERQUE, NM

PUBLICATIONS & REPORTS

Heredia Griego, M. & Alvarez, Z. (2014, June.). *Campus as a Living Lab: Partnerships for Transformation of Space and Learning through Sustainability*. Retrieved from: cepr.unm.edu.

Heredia Griego, M. & Alvarez, Z. (2014, July.). *Unidos Project 2013 Report Striving Together: Report Card for Latino Student Success*. Retrieved from: cepr.unm.edu.

PROFESSIONAL EMPLOYMENT

CENTER FOR EDUCATION POLICY RESEARCH (15 HRS/WEEK) MARCH 2014-CURRENT
SR RESEARCH FELLOW ALBUQUERQUE, NM
Assist in evaluating outcomes of primary through post-secondary education programs; coordinate evaluation activities with personnel and evaluation participants; collect and analyze data using quantitative and qualitative research methods; design and conduct surveys; conduct interviews, case studies, and focus groups; draft and edit evaluation reports and proposals; prepare literature reviews and annotated bibliographies; fluent bilingual communicator.

ROBERT WOOD JOHNSON CENTER FOR HEALTH POLICY (10 HRS/WEEK) MARCH 2015-JULY 2015
RESEARCH ASSISTANT ALBUQUERQUE, NM
Assist in evaluating outcomes of community programs; coordinate evaluation activities with personnel and evaluation participants; collect and analyze data using quantitative and qualitative research methods; design and conduct surveys; conduct interviews, case studies, and focus groups; draft and edit evaluation reports and proposals; prepare literature reviews and annotated bibliographies; fluent bilingual communicator.

BEALL & BIEHLER LAW FIRM (20 HRS/WEEK) APRIL 2013-MAY 2014
LEGAL SECRETARY FOR MARY T. TORRES, ESQ ALBUQUERQUE, NM
Responsible for developing case information, evidence, and tracking cases. Organize cases by opening, running conflict checks, and organizing files; monitoring calendars; meeting deadlines; documenting actions; and confirming case status with attorney. Schedule depositions, prepare subpoenas, and verify outstanding balances, clients, and providers. Prepare pleadings; monitor, obtain discovery responses; organize materials for case review. Track attorney billing hours and expenses. Manage ABA events, travel, and expenses.

ADMIRAL BEVERAGE CORPORATION (50+HRS/WEEK) NOV. 2012 - MARCH 2013
ACCOUNT MANAGER ALBUQUERQUE, NM
Responsible for El Mezquite Markets sales route and the high volume Downtown, Old Town, and Nob Hill sales route. Manage inventory, pricing, orders, deliveries, displays, promotions, and marketing materials.

CORONA BRAND MARKET MANAGER JAN. 2012 - NOV. 2012
Responsible for brand building, assisting the On Premise/Off Premise sales team, managing a route of the top 70 Corona accounts in Albuquerque, execute programing through point of sale, displays, and posters. Assist with product distribution and new product placements. Schedule brand ambassadors, and manage giveaways.

ADMINISTRATIVE ASSISTANT AUG. 2010 - JAN. 2012
Responsible for telephones and office reception, correspondence, supplies, and pricing lists. Create marketing materials, calendars and posters. Distribute payroll. Manage database for brand budgets.

LAW SCHOOL ADMISSIONS COUNCIL (5+HRS/WEEK)*DISCOVERLAW.ORG CAMPUS COORDINATOR*

JAN. 2010 - JUNE 2010

ALBUQUERQUE, NM

MALOTT LAW FIRM (25+HRS/WEEK)*LEGAL ASSISTANT/RECEPTIONIST*

JULY 2007-JANUARY 2009

ALBUQUERQUE, NM

ACADEMIC TRAINING & EXPERIENCE**17TH LATINO LAW, BUSINESS AND POLICY CONFERENCE***PARTICIPANT-HOSTED AT HARVARD UNIVERSITY*

APRIL 2014

BOSTON, MA

LATINO/A GRADUATE & PROFESSIONAL STUDENT FELLOWSHIP*Fellow- University of New Mexico*

FALL 2013/SPRING 2014

ALBUQUERQUE, NM

GRADUATE RESOURCE CENTER ACADEMY FELLOWSHIP*Fellow- University of New Mexico*

SPRING 2015

ALBUQUERQUE, NM

AWARDS & HONORS

Master's Examination Passed with Distinction

2015

GPSA Presidents Award for Innovative Leadership

2015

ASUNM Outstanding Senator Award

2009

Greek Life Community Service Award

2006

Alpha Chi Omega Outstanding New Member

2005

Dean's List

2005

Phi Eta Sigma Honor Society Member & The National Society of Collegiate Scholars Honor Society Member

STUDENT LEADERSHIP**COLLEGE OF EDUCATION GRADUATE & PROFESSIONAL STUDENT ASSOCIATION (COE GPSA)***PRESIDENT (5+hrs/week)*

FALL 2014 -SPRING 2015

UNM GRADUATE & PROFESSIONAL STUDENT ASSOCIATION (GPSA)

HISPANIC SERVING INSTITUTIONS IN THE FUTURE COMMITTEE MEMBER

FALL 2014 - SPRING 2015

PUBLICATIONS BOARD MEMBER (1+HRS/MONTH)

FALL 2014 - SPRING 2015

LEGISLATIVE STEERING COMMITTEE MEMBER (2+HRS/MONTH)

FALL 2014 - SPRING 2015

MEDIA & OUTREACH CO-CHAIR (2+HRS/WEEK)

SUMMER 2014 – FALL 2014

50TH ANNIVERSARY COMMEMORATION OF THE CIVIL RIGHTS ACT OF 1964

JULY 2-3, 2014

CIVIL RIGHTS STUDENT LEADER-OFFICE FOR CIVIL RIGHTS, U.S. DEP. OF EDUCATION

WASHINGTON, DC

Selected from a national applicant pool of civil rights activists and young leaders, interacted closely with some of the original Freedom Riders from the 1960s, built collaborative partnerships with fellow civil rights leaders, interacted with the Assistant Secretary for Civil Rights, and took part in commemoration activities hosted by the Governor of Virginia in the old chambers of the Virginia House of Delegates in Richmond.

RAZA GRADUATE STUDENT ASSOCIATION (RGSA)

FALL 2013 – FALL 2014

SECRETARY

ALBUQUERQUE, NM

HISPANIC YOUTH INSTITUTE

SUMMER 2010 & 2011

JR RESIDENT ADVISOR/RESIDENT ADVISOR-HOSTED AT UNM

ALBUQUERQUE, NM

ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEW MEXICO (ASUNM)*SENATOR - SERVED ON ELECTIONS COMMISSION & COMMUNITY EXPERIENCE COMMITTEES.**OUTREACH & APPOINTMENTS CHAIR & VICE CHAIR (15+HRS/WEEK)*

SPRING 2010/FALL 2009

SUSTAINABILITY AD HOC CHAIR (2+HRS/WEEK)

FALL 2009

STUDENT COURT ASSOCIATE JUSTICE (2+HRS/WEEK)

FALL 2008/SPRING 2009

NATIONAL PANHELLENIC COUNCIL*COMMUNITY SERVICE CHAIR (3+HRS/WEEK)*

SPRING 2009

VICE PRESIDENT OF RECRUITMENT (15+ HRS/WEEK)

SPRING/FALL 2008

HISTORIAN (3+HRS/WEEK)

FALL 2007

ALPHA CHI OMEGA SORORITY (5+HRS/WEEK)

ALMUNA ADVISOR

FUNDRAISING CHAIR

CHAPTER RELATIONS & STANDARDS BOARD-JUNIOR CLASS REPRESENTATIVE

CULTURAL/PERSONAL DEVELOPMENT CHAIR

FALL 2012-FALL 2014

FALL 2008-SPRING 2009

FALL 2007/SPRING 2008

FALL 2005

UNDERGRADUATE INTERFRATERNITY LEADERSHIP INSTITUTE (UIFI)

PARTICIPANT-HOSTED AT INDIANA UNIVERSITY

SUMMER 2008

BLOOMFIELD, INDIANA

FUTURES QUEST

MENTOR-HOSTED AT INDIANA UNIVERSITY

WINTER 2008

BLOOMFIELD, INDIANA

VOLUNTEER & COMMUNITY SERVICE

MARSHALL BRENNAN PROJECT-*VOLUNTEER*

BIG BROTHERS BIG SISTERS- *BIG SISTER/MENTOR*

NM MESA-*VOLUNTEER*

AMISTADES PEER MENTORSHIP PROGRAM-*MENTOR*

WALK-A-MILE IN HER SHOES-*VOLUNTEER/COMMITTEE MEMBER*

ST. BALDRICK'S NON-PROFIT ORGANIZATION-*SHAVEE/VOLUNTEER*

FALL 2015-CURRENT

2007-CURRENT

FALL 2011

FALL 2009/SPRING 2010

FALL 2007/FALL 2008

SPRING 2006/SPRING 2008