

Hugo De La Mora

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Professional Summary

Public Administration Management Bachelor's Degree (In-Progress), Associates Degree in Family Studies & Human Development (2015) and 60+credits in Construction Management (AWC 2015). Expertise including community outreach, leadership, job coaching/job developer, Job Retention, Case management, CPR/First Aid Certified Instructor, Develops Professional Job Training to New Hires/Volunteers/Clients to follow and obtain Safety Rules/Policies and Safety Education. Air Conditioning Installation, Production Machine Operator Lead, Production Maintenance Mechanic. Employment Support Specialist Coordinator, Vocational Counselor and Behavior Health Technician

Education

Bachelor's Degree (In-Progress) Northern Arizona University 2016-In Progress
Public Administration Management

Family Studies and Human Development

Associates Degree (Graduated) Arizona Western College (AWC) 2011-2015

Construction Management Arizona Western College (AWC) 2007-2016
Associates Degree

Skills & Abilities

MANAGEMENT

- Reviews, monitor, evaluates Client's Intake Plans, assist clients to transition from training and job preparation into workforce to obtain and maintain competitive employment in an integrated work environment. Management of client's hours, monthly progress reports, and record keeping. Microsoft Word Documents, Outlook, PowerPoint, Excel

COMMUNICATION

- Excellent communication skills with Managers, Supervisors, and Team Leaders, CEO's, center manager, staff, co-workers, clients, community outreach, city officials, government, public speaking, advocate representative, self-driven, creative, able to develop marketing strategy, and leadership communicator.

LEADERSHIP

- Services Maximizing Independent Living & Empowerment (S.M.I.L.E), City of Yuma Neighborhood Leadership Academy (NLA), Yuma County Community Emergency Response Team (CERT) Management Volunteer Position, CPR/First Aid Certified Instructor Business Owner, Dole Fresh Vegetables, Inc Teamsters Union Leader Representative.

Experience

Vocational Counselor/Employment Specialist Coordinator
Behavioral Health Technician (BHT)
Community Health Associates (CHA)

08/2018-04/2019

- Perform intake assessment through structure call-in process and referral sources, manage wait list as appropriate. Interview clients to provide holistic case management to identified need and determine eligibility for social services within multiple funding resources; develop case plan and budget to stabilize individuals and families. Acting as liaison between client and organizations.
- Perform well under pressure, Strong work ethics, prepare and submit all require reports and correspondence, ensure that employees, staff, management, clients and community partners receive prepare training, verbal and writing communication skills with the confidence to present in individual and large group setting,
- The Employment Support Specialist will help identify people with SMI and assist them in completing SMI applications and obtaining needed resources to support their employment goals.
- Maintain client records and provide follow up contact for successful placement assurance. Individual, group and family support services, advocacy, case management, referrals and follow up as needed by client. Plan and facilitate ongoing and informative support groups in multiple locations for clients to increase independence and self-determination skills. Maintain contact with community organizations to assure access to services by clients, Skills Training.
- Provide Social Security Disability Benefits (DB101) Ticket-To-Work Social Security Income (SSI) and Social Security Disability Insurance (SSDI) education and training to members/clients, management and CHA-staff on weekly and monthly basics for different counties and cities.
- Responsible for Housing referrals, trainings, applications, Family Self Sufficiency, create update and ensure completion of plans according to contract deadlines, attends schedule supervision meetings to discuss participants progress, other duties assigned, conducting outreach orientation

Job Coach/Job Developer, Vocational Provider
Elite Community Services, L.L.C (ECS)

2016-2018

- Assist clients/new hired and employee job retention to develop strong and solid job leads with employers who offers jobs in an integrated setting and competitive wages
- Require time management, organization, meet deadlines, & complete important documentation
- Helping obtained excellent community leadership roles to increase company growth and income by promoting company's business & programs.
- Training New Hires/Volunteers/Workers for Custodial/Janitorial duties, restroom supplies, health and safety training and prepared of used Personal Protective Equipment (PPE) by safety regulations, used of protective gloves and handling food correctly, handling chemicals, soap, towel paper, cleaning toilets, restrooms, showers, lunchrooms, security rooms and general janitorial building maintenance at schools, restaurants, merchandise store, and Yuma Marine Corps Base

Dole-Fresh Vegetables Salinas/Soledad, CA & Yuma, AZ

1990-1999

Production Machine Operator Technician/Maintenance
Production Quality Control

- Ability to effectively communicate with production personnel and other mechanics to identify problematic areas of concern; provide and receive feedback and/or support through collection and analysis of information. Food Safety, Quality Control Compliance,
- Perform electrical repairs and troubleshooting including: PLC Controls, AC & DC motor controls, solid state motor controls, advance circuits and grounding, interpret diagrams, test equipment.

- Ability to read and understand schematics, drawings, and manuals to establish facts and draw a valid conclusion.
- Ability to demonstrate proficient mechanical, electrical, hydraulic and pneumatic troubleshooting skills (logic and control circuits) and repairs; ability to identify and repair problematic issues concerning all equipment and machinery, including finding innovative solutions to recurrent problems.
- Demonstrate a general working knowledge of facility equipment including: waste water equipment, compressed air, refrigeration and building safety equipment.

Experience Qualifications

DeLaMo-Auto Sales	Business/ Owner	2016-Present
Chicanos Por La Causa (CPLC)	Family Service Worker/Case Manager	2014-2014
Coronet Foods, Inc		2003-2004
Salad Plant Food Processing	Industrial Technician/Facility Maintenance	
B&H Refrigeration, CO	Air Conditioner Installer /HVAC	2001-2002

Volunteer/Accomplishments Certifications

Disability Coalition-Ability 360 (2019)
Disability Benefits Train-The-Trainer (DB-101)

Community Health Associates (CHA) 2018
Employment Specialist Coordinator-Certified

National Safety Council (NSC)
CPR/First Aid Certified Trainer Instructor (2013-2017)

Yuma County Health Department (2013-2017)
Child Passenger Safety Technician (Certified Technician)

Federal Emergency Management Agency (FEMA)
Multi-Hazard Emergency Planning for Schools 05/2016

City of Yuma Neighborhood Leadership Academy (NLA)
Community Leadership Academy (Certified) 01/2015-05/2015

Federal Emergency Management Agency (FEMA) 2015
Intermediate and Advance Incident Command System (ICS) 2016

Community Emergency Response Team (CERT)
Program Manager Volunteer (Certified) 2013-2015