

**Elizabeth “Luli” Velasco
Placerville, Ca**

EXPERIENCE

Exhilaration Station, Inc.

Placerville, Ca 12/2022 -

Executive Director

Trauma Informed Family Resource Center Director. Full Non Profit Company management, HR Startup, Quickbooks Accounting and Business Management Startup, Budget- Creation, Management and Maintenance, Analysis and Audit, Grant Writing, Grant Reporting, HR-Payroll, Staff Mgmt, Bookkeeping-A/R, A/P, Program Management, Project Management, Contracts, Vendor Management. Community Outreach, member of Community and local government Committees, Coalitions and Commissions. Serving the entire Community of El Dorado County strengthening all families with all abilities, enhancing protective factors and reducing neurodevelopmental trauma through inclusive and equitable education, programs, play, resources and events.

Doyen Consulting Group, LLC

Portland, Or

2/2020 - 7/2022

Billing Manager

Remote. Billing Manager / Bookkeeper Operations and Administrative Management for Family Crisis and Mental Health Support Company. Leading/Planning Billing Management to maximize effectiveness and accuracy, Collections Operations, Designing, Implementing and Enforcing Human Resources Policies and Procedures, complex Accounting and Control Procedures, Budget Creation, Management and Analysis, Managing Customer Billing Accounts, Financial Records and Reports, Pivot Tables, Financial Analysis, Create, Research, and Analyze Billing Data, Audit the accuracy of billing information, monitoring the operation of the billing systems, provide technical advice to resolve complex billing discrepancies. Invoicing and Receiving Payments, Full Payroll, QBO Payroll & 1099 Contractor Management, Payroll and Business Taxes, Office Management, HR duties; New Hires, A/R, A/P, Project Management, Strategizing, National/Out of State Payroll & Business Tax Registration Filing/Management. Managing 1099 Employees and Contractors, Online Timecard System Management, Online Customer Contract Management. Billing, Contract and Coordinating Liaison between Client and Contracting Therapists and Transport Staff, Lawyers and Accountants. Software + Platforms - Proficient: QBO + Quickbooks Desktop + TSheets/TIME + Quickbooks Payments, Asana, Tiger, ClickUp, Expensify, AirTable, IntakeQ, Microsoft Office, GSuite.

SOL Community Farmers’ Market

Placerville, Ca

2014 - 2021

Owner/Market Manager

Indigenous owned Managed. 1st Indigenous Female owned Certified Farmers’ Market of El Dorado County (that we know of!). Serving as a Certified Farmers’ Market and Community Resource Hub. Managing small business/ small certified farmers' market weekly with the only inclusive Farmers’ Market in El Dorado County. Full Business, Operations, HR Management. Market Management involves understanding city, county, state and federal compliance laws and regulations, extensive data tracking and reporting, interpreting government codes, laws and policies to remain in compliance with certified farmers' market guidelines. Managed weekly market event, managed staff and food programs, budget management, fiscal management, developing relationships with local farming community and government agencies to serve community member’s farmers' market needs and access. Building Community through outreach, marketing/advertising, leveraging community resources, routine interaction and communication with local government agencies, small businesses, contractors, small farms, and the general public. Managed Community Participants and Vendors by leading a Culturally Appropriate and Inclusive Local Community and Family Event to foster Community, Culture, and Connection through empathetic, compassionate and open communication between local government, local residents, and local farmers and businesses. Preference given to farms and vendors of El Dorado County. Coordinated Cultural events throughout the year for free to the Community during market.

Covid response Community Food Table and essentials support was established to support families in need. Created in collaboration with Rural Resistance Placerville and New Morning Youth and Family Services Latino Outreach and Shelter Staff and a Local Organic Farm, SOL CFM provided the space for the Table weekly, leveraged local Community support, Local Farms support, local Food Bank donations, Local Markets and Businesses donations, and Community cash to help support the culturally appropriate food table free to families.

El Dorado County Office of Education (501c3)**Placerville, Ca****2017-2018***Indian Education Liaison*

Liaison to Native American (Indigenous, Latino) students in Amador/El Dorado Counties assisting and empowering students, parents or guardians to access within the academic system all available services and be knowledgeable of the rights and responsibilities therein. Collaborated with parents/guardians, school personnel and various community agencies for the purpose of improving student access to all academic enhancement programs and to assure student success through full participation. Documented and monitored student abilities in basic academics for the purpose of assisting student progress. Educated parents or guardians on the basic rights of all California public school students for the purpose of ensuring native students a quality education and access to any supplemental educational programs to which their students may qualify. Accompanied and supported parents and guardians in meetings with school personnel (IEP, parent teacher conferences, SARB hearings, etc.) as needed for the purpose of assuring student progress and success. Assisted parents or guardians for the purpose of developing methods for improving and/or reinforcing student study skills and classroom goals in the home environment. Documented job activity, parent/student/school interaction, and student progress for the purpose of meeting requirements of the Title IX program coordinator. Communicated daily with the Resource Coordinator discussing current caseload activity and assuring a coordinated effort regarding our students. Communicated effectively with a wide variety of persons; establish and maintain cooperative working relationships with students, parents and school personnel; write reports, maintain records, meet schedules and deadlines, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of situations.

Foothill Indian Education Alliance, Inc. (501c3)**Placerville, Ca 2014 - 2018***Bookkeeper/Admin II*

Bookkeeping/Administrator/Operations/Office and Program Management for two Non-Profit Cultural Centers in Amador/ El Dorado Counties with experience in government contracting environments. Payroll processing from start to finish (Quickbooks), accounting and budget creation, management, analysis and support, preparing personnel and payroll information, preparing monthly, quarterly and annual reporting, data tracking, filing business and payroll taxes, managing accounts receivable/accounts payable, preparing budget reports, fiscal reporting and statistical analysis. Responsible for the tracking of three County, State and Federal grants as well as three Cultural, Academic, and Mental Health programs, and analytical information gathering and research. Database management, managing lending library, identifying, tracking and reporting students in El Dorado/Amador Counties, assisting Ex. Director in office and personnel management, admin and program support for Tutoring Program, Nutrition Program, Cultural Program, Mental Health Program, adhering to deadlines, using independent judgment and interpreting laws and policies for compliance with state, federal and county grant requirements for reporting and fiscal management. Community outreach, promoting and marketing programs, leveraging community resources, close and routine interaction with local government agencies and community organizations, vendors, contractors, parents and families, children and the general public. Interfaces with internal and external government auditors in completing audits.

El Dorado County Indian Council, Inc. (501c3)**Placerville, Ca****2008 - 2010***1st Female Chairman of the Board/ED/HR/Controller*

Full Non Profit Management, Executive Director/HR/Controller for Intertribal Indigenous Council. Managing Board, Financial Management, Office Manager, Managing Contractors and Volunteers, Managing Steering Committees, Fundraising, Leveraging Community Resources, Grant writing and Grant Management, Budget Creation and Management, Financial Reporting, Creating Internal Systems, Policy and Procedure, Bylaws,

Business Taxes, Community Organizing, Event Coordinating, Marketing, Collaboration with local organizations and government departments to serve the Native Community.

El Dorado County Office of Education **Placerville, Ca** **2007 - 2008**
Child Abuse Prevention Council, Program Coordinator
 Coordinated monthly meetings, including minutes & agenda; event planning, grant writing, program management, working closely with the public, Social Services, Office of Education and government offices at the local, state and federal levels. Office management, coordinating community forums, leveraging community resources, community outreach, fundraising, collaborating with local organizations to promote healthy family environments, and prevent abuse of all types.

El Dorado County Dept. of Human Services **Placerville, Ca** **2007 - 2008**
CPS Family Reunification Coordinator
 Working with Child Protective Services coordinating weekly meetings, Minutes and Agenda Management, Office Management, coordinating collaboration between CPS, Family Service Agencies and the Court to support mandated family reunification requirements.

Foothill Indian Education Alliance, Inc. (501c3) **Placerville, Ca** **2005 - 2007**
Secretary/Librarian/Program Management
 Coordinated the Tutoring/Cultural Center's daily activities/programs, including managing the office, creating and managing database(s), staff development, promoting organization and maintaining order of the office/center. Responsible for leveraging community resources to provide funding for academic and cultural services for youth and adults, collaborating with local, state and nationwide Native/non-Native agencies on creating and coordinating new programs/activities, writing proposals/mini-grants, event planning, fundraising. Chaperone for youth field trips/activities.

Special Grants Coordinator **2006-2007**
 Coordinated Foothill's Native Teen Leadership Council youth meetings/activities, meals and speakers/presenters in the area of preventive measures to include STD/STI's, AIDS/HIV, Drug, Alcohol & Tobacco, Pregnancy, Teen Suicide, Obesity, Diabetes, Poor Body Image, etc. Managed budgets, grant writing and proposals/mini-grants to support programs/activities. Collaborated with Native/non-Native agencies including CRIHB, Washoe TANF, Shingle Springs Rancheria and Tribal Health Clinic, El Dorado County Indian Council, American Red Cross, El Dorado Peace & Justice Community and El Dorado County Law Enforcement offices, gathered resources and funding for youth trainings, field trips and activities to incorporate prevention, cultural pride, promote physical activity, a healthy lifestyle and proper nutrition, safety, wilderness/disaster preparedness and CPR/Basic First Aid. Met all grant requirements in a timely manner for deliverables, quarterly reports and pre-approval of billables. Chaperone for all activities.

OTHER EXPERIENCE

Aspen Tree Service, Co-Owner/Manager/Bookkeeper **Placerville, Ca** **2002 - Present**
YogaFit Yoga Instructor **Placerville, Ca** **2010 - Present**
 ❖ **Mama and Me Native Yoga** **Placerville, Ca** **2010 - Present**
 ➤ *FREE Yoga, Native Style, taught at Native Resource Center*
 ❖ **Mama and Me Yoga** **2010 - 2013**
 ➤ *Cameron Park CSD, Cozmic Cafe, Community Events*
Marshall Medical Center, Pharmacy Technician, CPhT **Placerville, Ca** **2002 - 2005**
Cameron & Company, Pharmacy Technician, RPht **Sacramento, Ca** **2001 - 2002**
Longs Drugs, Pharmacy Ancillary/ Technician, RPht **Placerville, Ca** **1999 - 2001**

SKILLS AND STRENGTHS

Excellent Communication, Interpersonal, Organizational and Time Management Skills, Conflict Management and Conflict Resolution Skills (both staff and client), Highly Ethical, Creative Visionary, Problem Solver, Flexible, Demonstrated Leadership, Compassionate Manager, Culturally Appropriate, Inclusive, Empathetic, Open Minded, Reasonable, Proactive, Friendly, Outgoing, Respected in my Community.

Management Style: Culturally Appropriate, Inclusive, Open and Active Communication, Clearly Defined Roles and Responsibilities, Flexible, Empathetic, Compassionate, Open Minded, Reasonable, Proactive and Supportive.

Management Experience: Non Profit / For Profit Management, Staff Management/Trainer, Owner/Operator, Business Management, Office Management, HR Management, Accounting, Bookkeeping + Billing Management, Budget Management, Payroll Management; Program + Project Management, Fundraising Management, Board of Directors. Youth Program and Project Management, Elementary School Program and Project Management, Youth Coach, Cultural Education and Prevention Program Management.

Leadership Experience: Community Leader; Community Organizer; Cultural Events Coordinator; Small Business Owner; Non Profit Management; Board of Directors, Liaison, Community Advocate, Grant Writing, Committee Management, Collaborating with Government agencies and Community Organizations.

Software + Platforms - Proficient: QBO + Quickbooks Desktop + Tsheets/TIME + Quickbooks Payments, Asana, Tiger, ClickUp, Expensify, AirTable, IntakeQ, Canva, Microsoft Office, GSuite, Square. **Mac + PC.**

EDUCATION/CERTIFICATION

Nationally Certified Pharmacy Technician, CPhT		2002 - 2005
California Registered Pharmacy Technician , RPhT		1999 - 2005
Cosumnes River College	Sacramento, Ca	May 2007
❖ AA - General Education		
YogaFit International Teacher Training	Sacramento, Ca	March 2010
❖ Level 1 Teacher Training Certification		

INDIGENOUS COMMUNITY INVOLVEMENT

El Dorado County Indian Council, Inc. (501c3)	Placerville, Ca	2005 - 2012
Intertribal Council for Indigenous Peoples of the Americas		
❖ Chairman of the Board		
❖ Delegate at Large (Board Member); By-Laws Committee; Scholarship Committee		
❖ Festival of the Americas Powwow Board		2006 -
➤ Board Treasurer; Board Secretary, Scholarship Committee, Chairman		
Foothill Indian Education Alliance, Inc., (501c3)	Placerville, Ca	2005 -
Indigenous Cultural and Academic Resource Center		
❖ Chaperone - youth cultural activities/field trips/trainings		
Bear Clover Women's Drum		2005 – 2012
Seventh Generation Drum		2007 -
Five Sisters Women's Drum		2009 - 2015

COMMUNITY INVOLVEMENT

Cedar Springs Waldorf School, Inc., (501c3)	Placerville, Ca	2013 –
❖ Parent Guild Board Treasurer		
❖ Fundraising Chair; Parent Guild, Campus Stewardship; Auction; Festivals/Events; Community Development; Chaperone.		
Prospector Soccer Club (501c3)	Cameron Park, Ca	2016
● Soccer Team Manager		
Sierra Gold Soccer Club (501c3)	Placerville, Ca	2019 -
❖ Coach, Team Manager		
Gold Trail School District, (501c3)	Placerville, Ca	2021 -
❖ Parent Volunteer		