

PATRICIA E. ARRIAZA

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QUALIFICATIONS

- Able to think strategically and systemically in the design and execution of programs.
- Excellent oral and written communication skills; able to develop and deliver effective presentations.
- Experienced in developing and managing performance based contracts and agreements.
- Strong interpersonal communication skills; able to communicate candidly, but diplomatically, with vendors and contractors.
- Detail oriented self-starter and multi-tasker; able to meet tight deadlines and work well under pressure.
- More than 10 years experience in the non-profit sector.

EXPERIENCE

Ocean Park Community Center

Contracts and Grants Manager

October 2007 – November 2008

- Ensured contract compliance of 18 government contracts, working closely with project directors to address project challenges.
- Prepared monthly billings and tracked payments from government contracts.
- Reviewed, proofed, and edited programmatic reports.
- Monitored expenditures and submitted budget modifications when necessary.
- Liaised with government contractors regarding contract issues, reporting requirements and coordination of site visits.
- Represented OPCC at bidders' conferences, grantee meetings and reporting workshops.
- Assisted in writing proposals.
- Coordinated all grant applications, renewals, reports, form completion and application packaging to ensure timely submission.

Montgomery County Collaboration Council for Children, Youth and Families

Program/Contract Monitor, Children with Intensive Needs

2004 – 2007

- Monitored compliance of select public and private provider contracts totaling 6.5 million dollars.
- Monitored Wraparound and Family Preservation program implementation and provided technical assistance, including regular site visits, and problem solving.
- Served as gatekeeper for Family Preservation Program, ensuring referrals met program guidelines, and conducted case and file reviews.
- Design and implementation of quality standards, performance indicators, outcome measures and data management for all aspects of Children with Intensive Needs programs.
- Conducted presentations to community and public child-serving agencies.
- Developed and maintained productive relationships with all stakeholder groups, ensuring effective two-way communication.
- Chaired and managed the Emergency Care Fund Committee, and represented the Collaboration Council in coalitions and at meetings of child-serving agencies.
- Tracked and reviewed programmatic reports and approved fiscal reports for payment.
- Assisted in writing proposals.
- Served as Collaboration Council representative on the Local Coordinating Council as part of a multi-disciplinary team responsible for ensuring children and youth are maintained in the least restrictive level of care.
- Prepared and assisted in the development of vendor reports to the Executive Committee, Sub-committees, local and State government, and other stakeholders.

National Association of Children's Hospitals and Related Institutions

Associate, Advocacy Programs

2001 – 2004

- Developed, maintained, and provided technical support of Grassroots Management™ software system.
- Wrote monthly Child Advocacy Bulletin.
- Wrote, solicited and edited articles for NACHRI's quarterly magazine.
- Monitored and researched emerging national, state and local trends in children's issues.
- Maintained advocacy section of member Web site.
- Managed budgets for grant funded child advocacy projects.
- Developed databases to track activities and outcomes of grant funded child advocacy projects.
- Provided technical assistance to member contacts to enhance their advocacy efforts.
- Represented NACHRI in child advocacy and child health coalitions and meetings.

Senior Administrative Assistant, Advocacy Programs

1997 – 2001

- Assisted with developing and implementing new/revised systems, procedures and standards for the operations and maintenance of Grassroots Management™ software system.
- Assisted with developing and maintaining technical specifications for Grassroots software product.
- Provided training and technical assistance to member hospitals and NACHRI staff.
- Imported and updated data tables in preparation for quarterly Grassroots software distribution.
- Built and maintained comprehensive set of files, design documents, reports, templates, etc.
- Updated database user manual content and supervised production.
- Provided support for child and grassroots advocacy staff.

Receptionist

1996 – 1997

Heritage Daycare Center, Inc.

Assistant Director

1994 – 1996

Preschool Teacher

1989 – 1994

EDUCATION

George Mason University, BS degree in Psychology

SKILLS

Fluent in Spanish; CANS Certified; proficient with iMIS, ACCESS, HTML, eContent Manager, MS Office software, and Windows Operating Systems

PUBLICATIONS

Arriaza, P., "Driving Away ATV Injuries." *Children's Hospitals Today*. 2004 Summer