

Brenda Sanchez

EDUCATION

University of Southern California, Sol Price School of Public Policy Los Angeles, CA Master of Public Administration May 2024
Honors: Phi Alpha Alpha, National Honor Society for Public Administration Scholars

Relevant Coursework: Economics for Public Policy, Public-Private Partnerships, Statistics, Public Financial Management & Budgeting

University of Minnesota Twin Cities Minneapolis, MN Bachelor of Arts: Sociology and Political Science May 2018 Honors: Dean's List, Phi Beta Kappa, Ronald E. McNair Scholar, Alan Page Foundation Scholar

WORK EXPERIENCE

LatinoLEAD Minneapolis, MN Director of Leadership Programs May 2024-Present • Lead the design and implementation of comprehensive leadership programs, fostering equity-centered, antiracist practices to empower Latinx leaders.

- Develop and update high-quality training curricula, ensuring alignment with best practices and the evolving needs of community leaders.
- Co-lead initiatives to enhance Latine representation in policy spaces, advocating for collective power and social justice within the community.
- Craft innovative strategies to support workforce programming, strengthening pathways for leadership in economic development.
- Design community-driven initiatives that address intergenerational and sector-based leadership gaps, promoting collaboration across diverse communities.
- Manage contractors, trainers, presenters, and volunteers that support leadership programs.

University of Southern California Race & Equity Center Los Angeles, CA Research Associate for K-12 Professional Learning Programs January 2023- May 2024 • Organized and facilitated high-quality virtual professional learning experiences for educators on Zoom, including setup and use of polling, Q&A, screen sharing, and other videoconference webinar features.

- Create session flyers, editing reports, and other materials utilizing software such as Adobe InDesign and Canva. • Developed social media campaigns related to K12 education, including drafting and designing social media posts on various platforms.
- Communicate announcements, organize, and send session materials to participants, and debrief session outcomes with the Center's faculty and staff.

Minnesota Department of Management & Budget Saint Paul, MN Governor's Children's Cabinet Coordinator August 2019- August 2022

- Provided administrative, consultative, and coordinative, programmatic work for the Children's Cabinet including direction and guidance to internal and external workgroups across departments and communities to better coordinate access to and utilization of data driven, high-quality services for children and youth living in Minnesota.
 - Coordinated communication materials, managed survey distribution, compiled orders, verify eligibility, and direct communication with 1000+ providers for the statewide childcare COVID-19 testing program.
- Drafted internal and external memos and communication materials such as resource guides, newsletters, social media, meeting minutes, and website content for the Children's Cabinet.
- Developed talking points, memos, and briefs for Governor Tim Walz and Lt. Governor Peggy Flanagan, especially for community events.
- Served as the liaison between Children's Cabinet staff and Minnesota Youth Council and other youth engagement. • Compiled relevant public health guidance communication materials as part of COVID-19 response.

Office of Governor Tim Walz & Lt. Governor Peggy Flanagan Saint Paul, MN Boards and Commissions Appointments Coordinator January 2019- August 2019

- Drafted and presented memos to recommend candidates to the Governor based on extensive outreach, in addition to drafting press releases for each board announcement.
- Recruited individuals with an interest or expertise in specific areas to apply to boards and perform outreach to citizen groups regarding the appointment process.
- Developed a comprehensive tracking system to manage over 114 board and commission vacancies and appointments. • Supervised the Department interns by giving daily projects and short/long term projects, facilitating onboarding, and planning networking opportunities with staff, Governor, Lt. Governor, and other high state officials.

- Conducted outreach and recruitment for the Governor's Office Internship Program by attending career fairs and contacting colleges and universities.

City of Minneapolis Urban Scholars, Office of Governor Mark Dayton Saint Paul, MN Professional Development Coordinator, Urban Youth Corps Coordinator May 2018- August 2018

- Participated in a professional development program through the City of Minneapolis, placed in Governor Mark Dayton's office. • Developed and facilitated leadership development curriculum modified and adapted from content provided by Metropolitan State University for 30 diverse Urban Scholars (college students).
- Coordinated professional, leadership, and career-based panels to enhance networking and professional development opportunities for Urban Scholars, in addition to the participants of the Urban Youth Corps (high school students) program weekly.
- Conducted individual coaching sessions to gauge students' career, academic, and personal interests. **Office of U.S.**

Senator Amy Klobuchar Minneapolis MN U.S Senate Constituent Services Intern January 2018- May 2018

- Assisted with high volumes of constituent correspondence and casework-related tasks by answering phone calls, emails, mail, and voicemails, and drafting letters to constituents.
- Sent inquiries to federal and state government agencies on behalf of constituent concerns to solve casework. • Staffed public engagement events on behalf of the office such as town halls to connect constituents to the office.

Office of U.S. Senator Claire McCaskill, Congressional Hispanic Caucus Institute Washington D.C U.S Senate Congressional Intern August 2017- December 2017

- Assisted various legislative assistants with special projects, such as writing memorandums, assisting constituent visits and casework, and attended Congressional meetings, and hearings on behalf of the office.
- Assisted with the execution of the CHCI annual gala and conference.
- Sent inquiries to federal and state government agencies on behalf of constituent concerns to solve casework. • Received leadership, civic, and professional training from the Congressional Hispanic Caucus Institute and George Washington University.

LEADERSHIP AND INVOLVEMENT

El Colegio High School Minneapolis, MN Board of Directors Member May 2021- August 2022

- Provide oversight and approval of the high schools' academic goals and progress, fundraisers, and make budgetary decisions. To reflect the mission in every facet of the organization.
- Provide oversight, consultation, and recommendation to the Academic subcommittee.

University of Southern California- Price Latinx Student Association Los Angeles, CA Public Relations Chair September 2022- May 2024

- Draft event flyers for Latinx events and manage and update social media accounts weekly with photos, flyers, and other relevant content.
- Assist with creating and executing an annual membership recruitment strategy.

SKILLS

- Languages: Spanish (Oral, Written, Conversational Proficiency)
- Technical: Proficient in Microsoft Suite (Outlook, Word, Excel, and PowerPoint), Google Suite (Gmail, Google Drive, and Google Calendar Apple Suite (Pages, Numbers, and Keynote), Qualtrics Software, NVivo Coding Software, and Salesforce. • Time management, problem solving, qualitative and quantitative analysis, oral and written communication, and relationship management.