

JOSE VASQUEZ ZARATE

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Objective To serve the Latino migrant population in Colorado using my background in border studies, leading educational models in first-generation College students based on rescue and conserving of the original Latino Cultures.

Languages North American Spanish (native), English (advanced)

Education **Ph.D. Candidate Comparative Ethnic Studies**

University of Colorado Boulder, Boulder, CO

Expected May 2022

Postgraduate Certificate in Mexico-United States Border Studies

Colegio de la Frontera Norte, Tijuana, Baja California, Mx.

January 2018

Master's in Strategic City Planning

Universidad de la Sierra Sur, Miahuatlán, Oaxaca, Mx.

March 2016

Bachelor's in Business Science

Universidad Tecnológica de la Mixteca; Huajuapán de León, Oaxaca, Mx.

July 2004

Employment **Administrative Assistant**

Albuja Law, LLC.

Denver, Colorado

August 2017 to June 2018

- Scheduled consultations
- Customer service and sales work (English/Spanish)
- Manage all correspondence between the office and USCIS (U.S. Citizenship and Immigration Services)
- Open cases and files using Law Logix Software
- Track and update current client files

Administrative Assistant to the President

Universidad de la Sierra Sur (www.unsis.edu.mx), Miahuatlán de Porfirio Díaz, Oaxaca, Mx.

May 2009 – Nov 2016

Primary on-site campus management for academic and educational department heads to system president's office.

Head of the dissemination of cultural education.

- Responsible for all financial planning and organization of Cultural Weeks that are held annually at the University.
- Responsible for management of Federal Public Education financing resources amounting to over 100,000 pesos for the dissemination of the culture of the South Sierra at the University.
- Increased grant funding for cultural diffusion by 150%.
- Maintenance the budget, as well as detailed and accurate records of all financial expenditures related to cultural diffusion.
- Program academic speakers, book launches, and local artisans.

Responsible for recruiting efforts for the university including on-campus college fair and school visits to high schools in Oaxaca State.

- Increase of student population from 649 students in 2009 to 1,700 students in 2016.

Provided counseling and support for academic and personal matters with students and parents.

Institutional point person between National Patents office (IMPI) and all eleven institutions in SUNEEO (State Universities of Oaxaca).

- Organize training courses and all applicable internal institutional materials for patents and trademarks for professors and administrators of SUNEEO.
- Created a proprietary university patent manual.
- Legal and administrative management to the Patent Office for the registration of patent applications by researchers and professors of SUNEEO.
- Enactus-UNSISS Business Advisor 2014, 2015 y 2016.

Print and media liaison

- Editor of the book *“Investigación histórica en Mitla y Otros Estudios [Historical Investigation in Mitla and Other Studies.”* Published by the Universidad de la Sierra Sur. ISBN 978-607-95841-4-6.
- Responsible for drafting all official University press releases distributed to print and digital press.
- Responsible for generating content and updating the official university webpage.
- Community manager for all official university social networking accounts, including Facebook and Twitter.

Administrative Assistant to the President

Universidad del Mar Campus Huatulco, Huatulco, Oaxaca, Mx.

August 2008 – May 2009.

Responsible for instructional relationships between the university and private sector.

Created monthly university operational reports.

Organization and planning of conferences, seminars, and academic meetings.

Creation of progress reports for building and planning of the university, including new structures.

Planning of university fairs to attract new students.

Administrative Assistant to the President

Universidad del Mar Campus Puerto Ángel, Puerto Ángel, Oaxaca, Mx.

May 2007 – July 2008

Administrative assistant to the University President

- Manage schedules and meetings.
- Coordinate transportation for President.
- Editor of the internal university newsletter *“Umarino.”*

Administrative Assistant to the President

Universidad del Mar Campus Puerto Escondido, Puerto Escondido, Oaxaca, Mx.

January 2006 – May 2007

Administrative assistant to the University President

- Project manager for new construction on campus.
- Planned events to increase student enrollment in the University.

Current Volunteer Experience	<p>Littleton Immigrant Resources Center (December 2016 to July 2017)</p> <ul style="list-style-type: none"> • Translations from English to Spanish in interviews with candidates for US citizenship. • Schedule appointments for legal consultations. • Telephone notifications (English and Spanish) to customers on the progress of the N-400 (naturalization) and I-90 (replace permanent resident card) applications. <p>Padres & Jóvenes Unidos (December 2016 to April 2017)</p> <ul style="list-style-type: none"> • English to Spanish language translations on various reports, action campaigns, meetings with staff, website news. • Participation in the "know your rights" campaign. • Participation in workshops with parents on issues of immigration, culture, and education.
Funding and Grants	<p>Participated in the grant "Programa de Apoyo al Desarrollo de la Educación Superior (PADES) [Program to support the development of higher education]" in 2013, 2014 and 2016, from the Secretary of Public Education of the Mexican Federal government.</p> <p>Through these grants, I increased the budget for cultural diffusion in 2013 and 2014 by 110%, and in 2016 I increased the Budget by 120%.</p>
Publications	<p>Thesis "Análisis de la migración rural-urbana de una comunidad de la Sierra Sur de Oaxaca hacia el Área Metropolitana de Monterrey [Analysis of rural-urban migration of a community of the Oaxacan South Sierra to the Metropolitan Monterrey Area]."</p> <p>Author Self-published Oaxaca, Mx. May 2016</p> <p>Book "Investigación histórica en Mitla y otros estudios"</p> <p>Editor Published by Universidad de la Sierra Sur, Miahuatlán, Oaxaca, Mx. ISBN 978-607-95841-4-6 August 2015</p>
Conferences	<p>Presenter at 2nd International Congress: Migración Internacional en América Latina y México en el Contexto de la Crisis Económica y Humanitaria [International Migration in Latin American and Mexico the the Context of the Economic and Humanitarian Crisis] Universidad Autónoma del Estado de México, Toluca, Mx. September 2015</p>

Presenter at 2nd Congress de Investigación y Vinculación para el Desarrollo [Linking Investigation and Development]
Universidad de la Sierra Sur, Miahuatlán, Oaxaca, Mx.
November 2015

Additional Studies

The Line, 3,200 km of frontier
Colegio de la Frontera Norte (Colef) through the Plataforma Educativa México.
November 2016

Migration, a global phenomenon
Colegio de la Frontera Norte (Colef) through the Plataforma Educativa México.
November 2015

Software

Office Suite, Corel Draw, Operating System Ubuntu, Salesforce, LawLogix Edge, Google applications.