

PENELOPE OSEGUERA

GRADUATE STUDENT

M.S., CRIMINOLOGY AND CRIMINAL
JUSTICE

SAN DIEGO STATE UNIVERSITY

PROFILE SUMMARY

An experienced program coordinator with a passion for service and extensive project management experience. Background in English language and workforce education. Currently pursuing a Master's degree in Criminology and Criminal Justice at San Diego State University.

PUBLICATIONS

- Published in U.S. News & World Report STEM Solutions blog (2018)
usnewsstemolutions.com/2018/06/using-strengths-connecting-san-diegos-stem-community-drive-regional-outcomes/
- Published in The Voice and Viewpoint (2016)
<https://sdvoice.info/50-youth-to-have-meaningful-work-experiences-during-school-breaks/>

CONTACT

Number: 951-205-7587
Email: pd.oseguer@gmail.com
Portfolio: www.penelopeoseguera.com
LinkedIn: [p-oseguera](https://www.linkedin.com/in/p-oseguera)

WORK EXPERIENCE

Reporting Coordinator

San Diego Workforce Partnership (06/2019 - present)

- Data management: ensure system data is entered and reported on with accuracy and precision
- Reporting and invoicing: take ownership of all data reporting and invoicing deadlines for all funders engaged with direct service programs
- Subrecipient management: ensure subrecipients are managing data in a way that is in compliance with the Workforce Partnership's requirements and the requirements of primary funders

Program Coordinator

San Diego Workforce Partnership (02/2018 - 06/2019)

- Program management: responsible for executing the Life Sciences Summer Institute (LSSI) from outreach and intake to program participation and completion
- Case management: fully maintained caseload of approximately 40 LSSI interns through custom Salesforce CRM

Business Program Specialist

San Diego Workforce Partnership (08/2016 - 02/2018)

- Business outreach: conducted outreach and provided services to businesses in San Diego through the Workforce Partnership's CONNECT2Careers Program
- Relationship management: cultivated and maintained relationships with roughly 200 employers through custom FileMaker server
- Event planning: planned, promoted, and conducted hiring events and job fairs for job seekers--26 events with 1,046 attendees in 2017

PAST EDUCATION

University of California, San Diego

Bachelor of Arts in Literatures in English (2015)

- GPA: 3.73
- Cum Laude Honors
- Department Honors
 - Wrote thesis to graduate with honors in the department of Literature at UC San Diego
- Study abroad experience in Bordeaux, France (2013)

PROFESSIONAL SKILLS

- Project management
- Written and oral communication
- English, Spanish and French proficiency
- Salesforce and FileMaker proficiency
- Case management
- Data management and reporting