Adrian Ruiz

Experience

2009–Present Espiritu C.D.C Phoenix, AZ

Vice President of Operations/Executive Director

- Responsible for the employment of all school and organizational administrative staff and participation in the selection of all teaching staff
- Responsible for providing overall leadership related to the financial management of the organization
- Oversaw the fiscal turnaround of the organization and implemented monetary strategies for the reduction of a $500K deficit
- Coordinate and assist facilitators with annual budgets and provide overall recommendation to the Board of Directors
- Arrange and/or participate in the negotiation of contracts and leases, involving both personnel and organizational programs
- Responsible for writing and submitting federal and state school grants and required amendments
- Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget
- Led administrative team in the completion of the renewal application for the contract extension with the Arizona State Board for Charter Schools
- Assisted in the turnaround of Espiritu's Charter Schools, achieving an "A" rating by the Arizona Department of Education in 2012
- Responsible for leading and writing Espiritu's Continuous School Improvement Plan and disseminating responsibilities to staff accordingly
- Responsible for all communication of organizational matters with Board of Directors

2004–2009 Espiritu C.D.C Phoenix, AZ

Finance Manager

- Responsible for maintaining accurate accounting records and placing before the Board helpful facts, information and reports needed to make informed decision
- Responsible for the management of all state and federal grants and submission of cash management reports
- Responsible for preparing and presenting monthly financial reports to the Board of Directors
- Responsible for working with external accountants and auditor in preparation of the annual audit
- Responsible for the timely completion and submission of all financial reports required by state and federal law

2003-2004 Mary's Ministries Inc. Phoenix, AZ

Accounting Clerk

- Was responsible for maintaining files, including accounts payable documentation and other miscellaneous filings
- Was responsible for printing daily accounts payable checks and mailing out to various vendors
- Was responsible for effectively researching, tracking, and resolving accounting or documentation problems and discrepancies

Education

2004–2008 Arizona State University Tempe, AZ

- B.S., Business Finance.
- Graduated magna cum laude – 3.7 GPA

Community Activities

- Board Member: ESPIRITU Community Development Corp.
- Former Board Member: Project America Development Company
- Lay Missionary

Armando Ruiz

Elected to the House of Representatives in 1981, Mr. Ruiz was the youngest Hispanic legislator ever to be elected in State of Arizona, He served as a member of the Appropriations, Judiciary, Joint Legislative Tax, and Ways and Means Committees; and was also a member of the House Democratic Legislative Leadership, serving as chairman of the Democratic Policy Committee.

In 1991, Mr. Ruiz was appointed to fill a vacancy in the Arizona State Senate that was created by a political scandal known as AZ Scam. During this time, he led a statewide fight against the "English-Only Initiative." In 1992, he was also invited to Panama by the National Democratic Institute to train political parties on community organizing and fundraising in anticipation of the first Democratic national election in 1994.

In 1993 Mr. Ruiz became the Executive Director of the South Phoenix YMCA and he was responsible for organizing members of the business community, volunteers and parents to raise $3 million in a capital campaign to renovate and expand a Pre-school for 150 children, and to build a new 25,000 sq. ft. facility. He worked with Kevin Johnson of the Phoenix Suns NBA Basketball team to build the Kevin Johnson Gym as part of the new YMCA.

In 1995 Mr. Ruiz became an executive assistant to the Republican Governor of the State of Arizona overseeing "Neighborhood Revitalization and Community Development. His responsibilities included supervising a staff of 36, overseeing a budget of 20 million dollars, and coordinating programs with agency department heads. Additional responsibilities also included working with state legislators to pass the first major legislative bill (The Neighborhood Preservation Act) impacting neighborhood blight, redevelopment, liquor licensing, and youth employment. Other responsibilities included working with over 1000 neighborhood leaders throughout the state, and advising the Governor on policy issues regarding community development.

After twelve years of public service, Ruiz retired from the Arizona State Legislature to commit his time to developing international ministry. He developed a network of Bishops, Priests, Religious and Lay Leaders to conduct international evangelization in the United States, Mexico, Guatemala, Columbia, Peru, Chile, Brazil, Ecuador, Ghana, Nigeria, and Uganda Africa, England, Ireland, Hungary, and Romania. He led Mary's Ministries from 1998 to 2008.

In 1997 Mr. Ruiz founded Espiritu Community Development Corporation to form leaders from primarily low-income communities, so they could then transform their communities. He became the Chief Executive Officer-Servant Leader and had the primary responsibility for conceptualizing, coordinating, and fund-raising to establish the National Football League - Youth Education Town Center in Phoenix, Arizona. In the last two Super Bowls played in Arizona, the NFL left a legacy grant of one million dollars and then one and a half million dollars to ESPIRITU to purchase property and construct a new NFL-YET Center. As the successful recipient, they had the responsibility of facilitating the partnership with the National Football League, the Arizona Cardinals, the local business community, the City of Phoenix, volunteers and parents to raise approximately $2 million in a capital campaign funds.

Today, Ruiz is the Chairman of the Board and Senior Advisor of Espiritu Community Development Corporation. ESPIRITU operates two charter schools in South Phoenix: a 7-12th Grade School, NFL YET College Prep Academy; and K-6Grade School, Reyes Maria Ruiz Leadership Academy. The district has received an "A" rating by the Arizona Department of Education for the last two successive years. It has become a model for eliminating the educational disparity gap between Latinos and non-Latinos.

Bertha B. Gutiérrez

Experience

2009–2013 Gadsden Independent School District Anthony, NM

Testing Team

- Administer Language Proficiency Assessments in English/Spanish

2009–2012 New Mexico Community Faithlinks Inc. Anthony, NM

Tutor

- After school tutor in the areas of Reading and Math

2008–2009 New Mexico Community Faithlinks Inc. Anthony, NM

Coordinator

- Initialize 1st Place Tutoring Company to work with Gadsden ISO
- Hire tutors and place identified students with after school tutor
- Coordinate with district for building use and snacks
- Oversee program implementation and keep track of hours tutored
- Collect time sheets and paperwork to submit to Albuquerque office

1998–2007 Gadsden Independent School District Anthony, NM

District Bilingual Instructional Specialist

- Mentor teachers
- Professional development to district personnel at all levels
- Parental involvement
- Develop and implement district initiatives

1990–1998 Gadsden Independent School District Anthony, NM

Program for Acquisition of Language (PAL) Teacher

- Language Arts for PAL levels I and II
- Transitional classes for math, science, and social studies
- English for Content
- Mixed grades 7th and 8th
- PAL Team Leader
- On-site staff development

1980–1990 Gadsden Independent School District Anthony, NM

Bilingual Education Teacher

- First Grade Teacher
- Third Grade Teacher

Education

July 1, 2005 State of New Mexico

- Level Three-B K-12 Administrative License

May 14-17, 2005 State of New Mexico

- PDAS Appraiser Certification

July 29, 2003 University of Texas at El Paso El Paso, TX

- Master of Education
- Instructional Specialist – MED (Emphasis in Two-Way Dual Immersion)

July 1, 2003 State of New Mexico

- Level Three – A Instructional Leader K-8 Elementary License
- Endorsement in TESOL and Bilingual Education

May 10, 1980 University of Texas at El Paso El Paso, TX

- Bachelor of Science in Education (Elementary)
- Bilingual ESL (Grades 1-8) - TX for Life
- Elementary Self-Contained (Grades 1-8) - TX for Life

Other

- 45 Hours of postgraduate work from The University of Texas at El Paso and New Mexico State University
- Undergraduate work at the University of San Antonio, TX
- Miscellaneous educational credits for courses taken at New Mexico Highlands University, Western New Mexico University, California State University at Fullerton, Dona Ana Community College, Universidad Complutense de Madrid (Spain)

Community Activities

- Board Member: ESPIRITU Community Development Corp.
- Church Ministry

Frances Castillo

PROFESSIONAL EXPERIENCE:

- Parent Coordinator for Roosevelt School District: Helping parents master the English Language and teaching them how to help their children with work assignments.

- Teaching Preschool children for Roosevelt School District

- Computer Skills for Roosevelt School District: Working with 6-8th grade students in the computer labs helping them master their computer skills

- Bilingual Assistant for Roosevelt School District: Worked with children from 1st -8th grade teaching English as a second language

EDUCATION:

High School Flagstaff High School 1960
Flagstaff, Arizona

CIVIC AND COMMUNITY SERVICE:

- Currently serving on the Espiritu Community Development Corporation Board as President
- Currently serving on the Maricopa County Commission on the trail court appointments for Superior Courts
- Served on the Hispanic Diocese Council for eight years
- Served as a board member for the Travis Williams Family Center for six years
- Worked as a religious volunteer in the Madison Jail Ministry for 1 year
- Served as member of the Rio Salado Board Committee
- Serving and founder of the Association of Guadalupe that serves and helps our church and Dioceses

PERSONAL:

I was born in Flagstaff, Arizona and moved to Phoenix, Arizona in 1969. I am a widow with four children. I became active in St. Catherine of Sienna Catholic Church and currently teaching religious education.

Monica I. Rivera

Education:

April 1997	Bachelor of Health Sciences Private University of Antenor Orrego of Trujillo-Peru.
February 1998	Professional Title of Obstetrical Midwife Private University of Antenor Orrego of Trujillo-Peru.
March 1999	Bachelor of Health Administration Health Administration Services Piura Region II Piura-Peru

Experience:

1996-1997	Hospital of Sullana Intern – Obstetrical Center Department Piura-Peru
1997-1999	Health Center " Santa Teresa" Obstetrical Health Department. Piura-Peru
1999-2001	Department of Health Administration Services Piura Region II Piura-Peru
2001-2003	Mary's Ministries Lay Missionary/Permanent Member Phoenix, AZ; Europe; Africa; Asia; Latin America
2003-2010	Espiritu Community Development Corporation Spirit Center Coordinator 4848 South 2nd Street Phoenix, AZ 85040
2010-Present	The A Group Executive Director 4815 South Central Avenue Phoenix, AZ 85040

Special Skills:

- Bilingual, English and Spanish preferred.
- Skill in using a personal computer including Microsoft Office.
- International experience and ability to communicate with people from different cultures.
- Leadership training and formation