Doris Roman

[redacted] [redacted]

Seasoned administrator seeking position to contribute in maintaining and improving organization for efficiency, effectiveness, and enhancement. Skilled senior management professional offering 20 plus years of comprehensive experience in administration.

Experienced in managing programs and/or projects, exercising independent judgment, and working without supervision to achieve personal and organizational goals. Highly skilled at solving complex problems with excellent communication skills and able to handle new and increased opportunities. *Bilingual; fluent in English and Spanish.*

Areas of expertise and strengths encompass:

- Budgets
- Coordination
- Human Resources
- Organization Management
- Customer / Client Relations
- Fundraising
- Marketing
- Public Relations
- Computers
- Grants / Contracts
- Multi-Tasking
- Strategic Planning

Education

- Arizona State University (ASU) - Masters in Science (pending)
- San Francisco State University (SFSU) - Graduate Work in Educational Administration
- Marymount Manhattan College (MMC) - Bachelors of Arts

Grants Funded *(Partial Listing)*

- Co-Principal Investigator (PI) for National Science Foundation (NSF) Collaborative Integrated Research Community (CIRC) grant $400K
- Co-PI for NSF Maricopa Engineering Transfer Scholars (METS) grant $900K
- Co-PI for National Action Council for Minorities in Engineering (NACME) Scholars grant $400K
- Co-PI for Prop 301 COOL grant $300K
- PI for Intel and other industry grants over $500K in total

Accomplishments *(Partial Listing)*

- Coordinated a successful MANO Community event with over 300 participants
- Revitalized the MANO Coalition from 3 members up to 16 members
- Designed, developed, and delivered the Weird Math Club @ Riverside Traditional School via CIS
- Initiated and implemented the pilot ASU K-12 programs comprehensive database via the RMS (Recruitment Management System) of the Admissions Office with permission from the national database licenser, the College Board
- Re-engineered the student affairs division into a new unit SORP (Student Outreach and Retention Programs) consisting of two major centers, COR (Center for Outreach and Recruitment) and CEDAR (Center for Engineering Diversity and Retention) in the Fulton School of Engineering at ASU to streamline student outreach and retention programs
- Saved the Fulton School of Engineering thousands of dollars in salary savings and cost operations for the delivery of comprehensive programs serving more students with less and achieving a higher recruitment and retention rate
- Re-energized the Arizona MESA Board to achieve state and national recognition with the Arizona Gold Star Award and the White House PASEM Excellence Award
- Co-founding member of ABEC
- Coordinated ASU as academic host for Society for the Advancement of Chicanos & Native Americans in Science (SACNAS) & Mexican American Engineers & Scientists (MAES) National & International conferences in Phoenix, AZ for the years 2003 and 2004 respectively

Publications *(Partial Listing)*

- "Hispanics and Higher Education: Opening New Vistas" Right Choices College & Career Guide 1985
- "Hispanics and Higher Education" The Hispanic Focus (Newspaper) 1986
- "Co-Champions for Diversity in Engineering: The Office of Student Affairs/University Faculty/K-12 School Districts/Industry" with Anderson-Rowland, Reyes, Newell, Filley, Urban, Pickett-Gordon, Fussell, Secola, Jordan, Fletcher, Adair, and Newton, NAMEPA/WEPAN 2001 Conference Proceedings, pp.176-184
- "The Coalition of Minority Engineering Societies and the Society of Women Engineers (CEMSWE): creating, developing, and maintaining collaborations between MEP, WISE, and the Center for Outreach and Recruitment (COR) Programs with Newell, Fletcher, Santos-Rivas, and CEMSWE Presidents, WEPAN 2002 Conference Proceedings

Awards & Honors *(Partial Listing)*

- Above and Beyond Award (CIS) 2010
- Creighton School District Partnership Award @ Excelencia School, 2010
- YMCA Achievers Supporter Award, 2007
- TRIO Mentoring Appreciation Award, 2005
- SFSU La Raza Appreciation Award, 2000
- SFSU Engineering Societies Student Advisory Board Appreciation Award, 2000
- National Society of Black Engineers (NSBE) Award, 1999
- Rensselaer Service Recognition Award, 1995
- National Hispanic Leadership Institute Nominee, 1995
- Regional Association for the Advancement of Minorities into the Professions (RAAMP), 1994
- Dr. Martin Luther King, Jr. Somos El Futuro Award, 1993
- State University of New York College & Career Counseling Center Award, 1992 & 1993
- 100 Hispanic Women Inductee, 1988
- Outstanding Educator Award, Marymount Manhattan College, 1986

Community & Professional Service *(partial listing)*

- SySTEM Charter School founding board member 2012-present
- Arizonans for Prevention Training & Education Committee 2012- present
- FELA (Family Engagement Leadership Alliance) Member 2012 – present
- YMCA Achievers Advisory Council, 1998-2000
- Planned Parenthood Board Member, 1998-2000

Consultant - Roman Entreprises *(partial listing)*

- 2013 – Empower College Prep (Observation & Assessment Feedback Analysis)
- 2010 – Arizona State University Prevention Research Center (Bilingual Interviewer)
- 2010 – Keogh Health Connection (Bilingual Outreach Specialist)
- 2006 – Southwest College of Naturopathic Medicine (Grants Administrator)
- 2005 – 2008 YMCA of Phoenix, AZ (Fundraising Consultant)
- 2004 – 2007 PR Oasis, LLC (National Account Manager)
- 2004 – National Science Foundation (Proposal Reviewer)
- 2001 – 2006 Gates Foundation – Hispanic Scholarship Fund

Employment – Positions *(Partial Listing)*

Empower College Prep
Chicanos Por La Causa
Communities in Schools of Arizona
Arizona State University
San Francisco State University
University of Notre Dame
University of Arizona
Cornell University
Renssealear Polytechnic Institute
Siena College
Marymount Manhattan College