

ALESSANDRA LOPEZ

Moorhead, Minnesota
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EXPERIENCE

THE CAYL INSTITUTE

Boston, MA

Administrative Associate/Data Manager

08/2023 – Present

- Assumes responsibility for managing data specific administrative and program related duties (i.e., organizing, inputting, and tracking data, developing, and sharing database protocols, reports and presentations, managing calendars and schedules, etc.) that ensure CAYL project and grant initiatives function well throughout their grant periods.
- Coordinating with job sourcing agencies, colleges, and CAYL team members to collect and record data
- Provides program and administrative support and technology operations assistance to CAYL staff and initiatives.
- Supports Director of Operations in selected programmatic responsibilities including development, implementation, tracking and reporting on specific program and organizational performance metrics and goals.
- Assists in collection, review, and analysis of data and statistics related to implementation and facilitation of CAYL programs and projects.
- Produces written reports as required.
- Participates in and represents CAYL in meetings (both Zoom and in-person) as appropriate and required.
- Assists in management of relationships with partners, external vendors and grantees.
- Collect, review, and analyze statistics related to implementation and facilitation of all programs and initiatives.

LAKES AND PRAIRIES COMMUNITY ACTION PARTNERSHIP

Moorhead, MN

Whole Family Resource Navigator

12/2019 – 04/2023

- Demonstrate a “Whole Family” approach when working with clients.
- Collaborate throughout all agency divisions such as Housing, Economic Empowerment, Career Connections, Child Care Connections, and Head Start.
- Receive, submit, and manage internal and external referrals.
- Develop and maintain relationships with external partners and stakeholders.
- Attend and participate in agency, community, and state meetings important for effective operations.
- Appropriately record data needed for report submissions to local, state, and federal entities.
- Effectively communicate and answer questions about agency programs to external partners.

CCRI CREATIVE CARE FOR REACHING INDEPENDENCE

Moorhead, MN

Direct Support Professional

12/2018 – 07/2022

- Supervised frequent activities such as medication and personal hygiene to ensure safety.
- Recorded and closely monitored patient behaviors and progress to effectively identify changes needing attention.
- Completed data entries in charts and logbooks to document clients' progress with accuracy.
- Submit all documentation in a timely manner to appropriate entities.

EDUCATION AND TRAINING

MASTER OF PUBLIC ADMINISTRATION - Concentration in Nonprofit Mgmt Rutgers University – Newark, Newark, NJ	09/2022 - Present
COMMUNITY ACTION LEADERSHIP INSTITUTE CERTIFICATION MinnCAP, St Paul, MN	10/2021 - 06/2022
BACHELOR OF ARTS: SOCIOLOGY AND CRIMINAL JUSTICE Minnesota State University Moorhead, Moorhead, MN	08/2016 - 05/2019

CERTIFICATES	
● Overdose response training	04/2022 – present
● CITI Training	02/2025 – present

SKILLS	
<ul style="list-style-type: none"> ● Administration ● Federal, state and local regulations ● Data Management ● Zoom, webex, and teams proficiency ● Netsuite, Podio, Cap60 software, Salesforce, BOX, Birdview 	<ul style="list-style-type: none"> ● Grant compliance ● Excellent written and oral communication ● Microsoft suite and google suite ● Diversity, equity and inclusion implementation ● Advocacy