

MARIANA LOPEZ-OWENS

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EDUCATION

Indiana University – Bloomington

- Master of Public Affairs; May 2017
 - *Concentration:* Local Government Management

Indiana University Purdue University – Indianapolis

- B.S. in Spanish & Global and International Studies (dual major); December 2014
 - *Minors:* Latino Studies; Sociology

SKILLS

- **Languages:** Spanish and English—Fluent
- **Computer:** Microsoft Office, PowerPoint, Excel, SAS, RStudio, HTML, Website Maintenance, DreamWeaver, Adobe Illustrator, Photoshop, Adobe Creative Cloud
- **Social Media:** Facebook, Instagram, Twitter, and WordPress
- Highly motivated and reliable; Exceptional time management and organizational skills

PROFESSIONAL EXPERIENCE

R01 Grant Project Manager

Indiana University School of Public Health

Indianapolis, IN
May 2017 - Present

- Help define project scope, goals and deliverables for a longitudinal research study involving several hundred participants
- Ensure study progress is appropriately documented with funding agency (e.g., NIH progress reports and documentations), as well as supporting data analysis and reporting of results
- Supported the creation of publications in peer-reviewed journal and present current findings at conferences
- Act as the primary contact for research email and phone inquiries in Spanish and English
- In charge of creating and managing recruitment and retention efforts of research participants
- Manage partnerships with over 60 community organizations that serve Latinos, including private, public, and nonprofit organizations throughout the state of Indiana
- Excellent experience performing surveys and interviews for clients
- Thorough knowledge of effective and appropriate research techniques and strategies
- Ability to build a rapport with individuals from various backgrounds, including over 500 research participants
- Highly skilled with maintaining interview participant confidentiality
- Recruit, hire, and train project team interviewers, and manage their schedules for data collection
- Supervise part time project coordinators, set deadlines, assign responsibilities and mentor
- Using Adobe Creative Suite, developed and created stationary materials (brochures, posters, business cards) to be used in recruitment and retention, ensuring consistent branding with Indiana University

Evening ESL Instructional Assistant

Christel House Academy South

Indianapolis, IN
June 2017 - Present

- Assist students, individually and in groups with lesson assignments for the purpose of reinforcing learning concepts
- Assist teacher with instruction/preparing for instruction, with the purpose of improving students' academic success
- Maintain clear and accurate records of student performance
- Maintain confidentiality

GPSG Communications Coordinator*Indiana University Graduate and Professional Student Government*Bloomington, IN
May 2016 – May 2017

- Designed content and developed successful social media campaigns
- Created and disseminated weekly HTML E-Newsletter to more than 3,000 subscribers
- Managed, maintained, and updated GPSG website and social media outlets
- Addressed concerns of staff, faculty, students, and professors through prompt email responses
- Trained over 80 GPSG Assembly representatives to their new role

Communications Intern*Indiana Commission for Higher Education*Indianapolis, IN
Jun 2016 – Aug 2016

- Managed the Official ICHE social media pages
- Executed press releases and media advisories to local Indiana news media outlets
- Drafted memos and summarized reports for the Commissioner and Communications Directors
- Translated official documents in Spanish for the 21st Century Scholars website

Graduate Assistant for Director of Undergraduate Studies*Indiana University School of Public and Environmental Affairs*Bloomington, IN
Sept 2015 – May 2016

- Created an online database for a group of 15 lead instructors to aid in the course assessment process
- Organized meetings for more than 30 instructors in order to ensure successful assessments for each course
- Ensured execution of various projects for professors, including drafting learning outcomes and building online Canvas sites

ESL Education Outreach Assistant*Neighborhood Christian Legal Clinic (NCLC)*Indianapolis, IN
Aug 2014 - Dec 2014

- Interpreted Spanish and English at initial client-lawyer meetings
- Published a bilingual newsletter regarding tax issues to the NCLC Taxpayer website
- Delivered more than 20 tax-education presentations in Spanish and English throughout Indianapolis

Community Partners Intern*IUPUI Community Engagement Office*Indianapolis, IN
Aug 2014 - May 2015

- Served IUPUI's 2015 United Way Campaign by imputing donor data into United Way's website
- Engaged underrepresented groups through IU alumni programs sponsored by the Community Engagement Office

Team Leader, Bilingual Tutor*IUPUI America Reads America Counts*Indianapolis, IN
Sept 2010 – May 2014

- Collaborated with site supervisors, the principal, and teachers at Theodore Potter Elementary School to pair coaches with students
- Administered bi-weekly team meetings and trained 7-9 tutors
- Evaluated student progress and relayed information to supervisor

Spanish 1 & 2 Instructor*IUPUI Upward Bound*Indianapolis, IN
Summer 2015

- Instructed 13 high school students for 5 weeks during the summer college prep program
- Designed and implemented an intensive curriculum with focus on Latin American Culture and grammar

Residential Assistant*IUPUI Upward Bound*Indianapolis, IN
Summers: 2012, 2013, and 2014

- Provided direct afterschool and overnight supervision and guidance to 8-10 high school students during the residential summer program
- Led students in enrichment activities with a social skill-building focus
- Led group discussions and debriefs of daily programming including college tours, career presentations, and other educational activities.

CIVIC ENGAGEMENT & LEADERSHIP

Natural Helper

Immigrant Welcome Center June 2017-Present
 ▪ Volunteer at least 5 hours a week to help immigrant and refugees with transitioning to life in Indianapolis and assist with finding community organizations and services

IUYA Dinner Scholarship Planning Committee

Indiana Undocumented Youth Alliance June 2017- Present
 ▪ Assist with planning and supervising yearly scholarship dinner for undocumented youth in Indiana

Intake Interpreter

Neighborhood Christian Legal Clinic August 2017-Present
 ▪ Interpret Spanish and English at initial client-lawyer meetings

Division I Student-Athlete

IUPUI Cross Country and Track May 2010-Dec 2014
 ▪ Developed skills in teamwork, communication, self-motivation, leadership, and discipline

Treasurer

Local Government Management Association, an ICMA Affiliate May 2016 – Jun 2017
 ▪ Maintain accurate financial records through the year according to University guidelines

Vice President of Advocacy and Action

Students for Equity in Public Affairs Jan 2016 – Aug 2017
 ▪ Engaged various stakeholders at IU to implement initiatives to increase diversity at SPEA

President, Vice-President, Activities Co-Director

Student Athletic Advisory Committee Aug 2010 – May 2014
 ▪ Served as the student athlete communication liaison to the IUPUI athletic administration

President, Public Relations Officer

Latino Student Association @ IUPUI Aug 2010 – Oct 2013
 ▪ Led executive board meetings and member meetings; trained new executive board members to their new roles

HONORS / AWARDS

Honor:

Neil Nielsen Fellowship
 Paul Wenbert Local Government Management Fellowship
 William M. Plater Civic Engagement Medallion
 Most Outstanding Capstone Paper
 Selected as the “Most Outstanding Female” at IUPUI
 Blue Collard Award
 Multicultural Supporter of the Year
 Top 10 Female at IUPUI
 Norman Brown Scholar

Presented by:

SPEA Indiana University 2017
 SPEA Indiana University 2016
 IUPUI Center for Service and Learning 2015
 IUPUI Spanish Department 2014
 IU Alumni Association 2014
 IUPUI Cross Country 2013
 IUPUI Multicultural Center 2013
 IU Alumni Association 2013
 NBDLP Scholars Program 2012