

Rodolfo Cancinos

Bilingual Representative

Los Angeles, CA
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I am ready for the next stage of my career. I am a public relations specialist and community organizer specialist. I specialize in Policy development and implementation and politics. I also specialize in construction outreach and certification and project management. I am also fluent in Spanish.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Deputy Assistant District Initiatives Manager and Coordinator

BRJ&Associates/Kitchell/San Bernardino Community College District - Yucaipa, CA - March 2015 to Present

Responsibilities

Reports to District Initiatives Coordinator and provides coordination for SBCCD Measure M Bond Program Initiatives facilities improvement and construction projects. Works with the District Staff and Program Director to ensure District Initiatives objectives are coordinated and implemented in accordance with District policies and procedures. Assist in a variety of SBCCD District facilities initiatives including the Community Benefits Agreement; Local/MBE/WBE/Veterans opportunities Program; the Bond and Technical Assistance Program. Monitor Contract participation goals to ensure they are met by analyzing contractor reports, data and other related documentation.

Accomplishments

Developed Database for District to outreach to local hires. Developed report for district. Ensure the district initiative programs are effectively developed and implemented to build lasting relationships between district and contractors that support participation goals and efforts.

Skills Used

Excellent inter-personal and communication skills. Excellent verbal and written communication skills, including the ability to represent the District and Program Manager in the community. Ability to design and implement complex special initiatives in cooperation with District and bond Program Management Staff Members. Ability and experience in working with diverse community members and organizations. Ability to collect and analyze data; and to prepare effective reports for senior level officials. Experience preferred in managing facilities-related outreach programs. Experience preferred in developing and /or implementing MBE/WBE/Veterans or related programs. Facilities project management experience. Effective computer skills, including proficient use of Word, Excel, PowerPoint and Outlook software.

Health Care Representative

Chamberlin Edmonds - Palmdale, CA - 2014 to Present

Responsibilities

Qualify patients and enroll patients in state and federal insurance programs. Advise on Medicare and Medi Cal and other Health and Social Services Programs. Solicit Payment if patient does not have insurance and collect payment.

Seasonal Medicare rep

Healthnet inc. - Woodland Hills, CA - September 2014 to December 2014

Responsibilities

Sold and advised on Medicare plans

Product ambassador

Popcornopolis - Los Angeles, CA - August 2014 to September 2014

Responsibilities

Part time sold popcorn at road shows at Costco all over Los Angeles County. Sold Popcorn at Demonstrations to customers.

Bilingual Representative

Arbitron Inc - Los Angeles, CA - August 2010 to August 2014

Accountable for achieving in-person recruitment and installation goals by utilizing proven recruitment techniques while adhering to Arbitron methodology and following our policies and procedures.

- Responsible for Company Car and Company Credit Card Account
- Travel more than 50% of the time
- Worked mostly in low income areas and communities with minority groups and in dangerous environments.
- Conducted presentations and informational meetings.

Patient Resources Manager

KHEIR Health Clinic - Los Angeles, CA - February 2014 to June 2014

Manager Patient Resources Department and Staff. Managed State and Federal health programs and recruited new patients for clinic. Specialized in Covered California and OBAMA care and developed customer service policies and procedures. Responsible for public relations, advertising, budget, and community outreach. In charge of all media and responsible for Health Clinic issues. Implemented and enrolled clients into Medi-Cal, Healthy Way LA unmatched, CDP, FPACT and other health and social service programs. Worked with people with disabilities and with clients and patients with mental illness or emotional issues. Accomplishments: Worked with low income and advocacy groups like IDPESCA(Instituto De Educacion Popular del sur de California) to institute health programs and access to low cost health care through our KHEIR clinic and programs like healthy way LA -unmatched. Established mini clinics in the day labor centers to help low income day laborers. Established, outreached, and organized with the Los Angeles Public Libraries Health Matters program health workshops and covered california workshops to reach out to low income Hispanic, Korean, Armenian, Russian, and African American and Filipino communities. Established health clinics, health workshops and covered california enrollment fairs at advocacy groups like St. Annes Maternity Home to help low income and sometimes disabled single mothers care for their unborn child and after birth.

Director of Outreach and Recruitment

Academy of Business Leadership - Rosemead, CA - March 2010 to May 2010

Progressively responsible in the management and administration of program, community outreach, development, recruitment, and relationship building. Established relationships with elected officials, Scholars, School Administrators, Business Executives, and Corporations. Experience in sales, marketing, and strategic planning. Supervised recruiting staff. Accomplishments: Organized and presented our academic program to low income community schools in south central, Los Angeles, and other districts. Presented and organized to diverse communities like Asian, Hispanic, Armenian, Pacific Islander and others. Evaluated students suitability and qualifications for program and made recommendations. Organized fundraisers to fund scholarships and solicited funds from public and private organizations. Worked with kids with disabilities and special needs.

Community outreach organizer

Los Angeles Unified School District, Community Outreach Department - Los Angeles, CA - September 2005 to February 2010

Identified, engaged and worked with different sectors of the community, school administrators, elected officials, regulatory agencies, and the Board of Education in the process of new school construction.

- Scheduled/coordinated community meetings, events, event fundraising, developed advertising material and publicity.
- Worked closely with LAUSD Facilities Services Division to obtain relevant project information and communicate it clearly to the community, school administrators, Board of Education, elected officials, legislators, and regulatory agencies.
- Acted as liaison between company and city and state organizations, media, and vendors; negotiated contracts; and coordinated interdepartmental logistics, managed construction budget and worked with Facilities Services Division.

Accomplishments: Organized approximately 151 community meetings conducting, presenting, outreaching, publicizing, and incorporating the participation of local city, state, and LAUSD school officials as well as environmental experts, architects and construction project managers. Held the community meetings in mostly low income areas of diverse Hispanic, African American, Armenian, and Asian communities. Served as the direct contact for any political, traffic, community, or quality of life issues for LAUSD in matters of new school construction in Los Angeles. Contributed to the construction of 138 new schools being constructed in Los Angeles. Served as direct contact for advocacy groups, community based organization, and religious organizations for any political, traffic, community, or quality of life issues for LAUSD in matters of new school construction in Los Angeles. Developed and created research and board reports to present for open and closed LAUSD Board Meetings.

District Executive

Boy Scouts of America - Los Angeles, CA - 1996 to 2005

Organized daily activities program for Boy Scout of America Youth and Adults.

- Developed promotional and advertising strategies for potential markets as well as public relations and marketing
- Monitored budgets and handle charity fundraising, corporate image positioning, and community outreach activities.
- Networked and built relationships with prominent political and business executives in local communities.
- Supervised counselors and recruited executive board from the community and businesses.
- Organized community meetings and presented programs to schools, communities, businesses, and organizations.

Project Coordinator

Los Angeles City Human Relations Commission - Los Angeles, CA - 2000 to 2001

2000-2001

Project Coordinator

Worked with low economic status populations or other diverse communities in the city of Los Angeles. Worked on issues of human relations and racism within the city of Los Angeles. I was main point of contact for community-based organizations, social service agencies, clinical settings, advocacy groups, or civic organizations in regards to issues of human relations and racism in the City of Los Angeles. Demonstrated excellent interpersonal communication skills. Excellent public speaking/public presentation skills. Accomplishments: Organized several meetings between the LAPD and community-based organizations, social service agencies, advocacy groups and other civic organizations to discuss human relations issues and racism issues within the community, in the City of Los Angeles during the Rampart police scandal. Was tasked

with responsibility of investigating and making policy recommendations for racial and human relations issues in the City of Los Angeles.

EDUCATION

MPA-Masters in Public Administration in Public Administration

California State University Northridge - Northridge, CA
2009 to 2011

Bachelor of Arts in International Relations

University of Southern California - Los Angeles, CA
1991 to 1995

Certificate

Los Angeles Trade Technical College - Los Angeles, CA

High School Diploma

Loyola High School - Los Angeles, CA

Covered CA certified

covered california health exchange

SKILLS

Bilingual-Read,Write,Speak Spanish Fluently

CERTIFICATIONS

OSHA 10

Life and Health Insurance License

January 2016 to January 2018

Property & Casualty Insurance License

January 2016 to January 2018

ADDITIONAL INFORMATION

- 21 years management experience in labor/public relations, union negotiations, job steward, marketing, sales, customer service, government relations, public administration, event coordination, production, recruiting, public presentations, community organizing, public affairs, and community relations.
- 21 years demonstrated experience working with low economic status populations or other diverse communities in settings such as community-based organizations, social service agencies, clinical settings, advocacy groups, or civic organizations. Demonstrated excellent interpersonal communication skills. Excellent public speaking/public presentation skills.
- 21 years demonstrated interpersonal skills and negotiating, lobbying skills, having dealt with a diversity of elected officials, professionals, clients, and staff.
- Computer literate: Microsoft Office Professional, Adobe Publisher. Spanish (Bilingual)