

# GRECIA NEDELKA SOTELO

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**Accomplished outreach specialist passionate about advocating for accessibility and community development through education, health care, arts and civic engagement.**

Mission-focused Education, Health, Arts and Culture Administrator with more than 9 years of hands-on experience working as an Outreach Auxiliar planning and developing community events on-site and virtual. Strong planner and problem solver who readily adapts to change, I work independently as well as part of a team. Very enthusiastic person, noted for my capacity for being very dedicated with superior communication and management skills.

## SKILLS

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| <ul style="list-style-type: none"><li>• Highly organized</li><li>• Excellent planner</li><li>• Positive learning process</li><li>• Event management</li><li>• Pays attention to detail</li><li>• Quick learner</li><li>• Intermediate computer skills (Microsoft Office, EPIC, SAP)</li></ul> | <ul style="list-style-type: none"><li>• Community Engagement</li><li>• Scheduling</li><li>• Pre-production-post production</li><li>• Bilingual in Spanish</li><li>• Excellent communication</li><li>• Arts showcase training</li><li>• Public speaking</li></ul> |
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## CAREER EXPERIENCE

**LAGUARDIA COMMUNITY COLLEGE, NY**

**02/2023 TO PRESENT**

### CPL COMMUNITY OUTREACH SPECIALIST

**COMMUNITY OUTREACH SPECIALIST** Reporting to the Director of Credit for Prior Learning (CPL) under the Academic Affairs Division and working closely with the Adult and Continuing Education Division (ACE), playing an integral role in promoting LaGuardia Community College's (LAGCC) mission on a local community level and is responsible for developing multiple layers of engagement and outreach focused upon CPL and enrollment.

- Provide outreach and CPL recruitment support and work collaboratively with Academic Affairs and ACE to ensure the building of Key Performance Indicator (KPI) outcomes.
- Participate in community wide events to promote LAGCC's non-credit and credit college and career pathways.
- Assist with developing LAGCC'S CPL outreach and recruitment strategy.
- Present LAGCC's CPL programs and services at various speaking engagements throughout the city and virtually.
- Follow up with web inquiries/contacts/partner referrals and direct to appropriate CPL or admissions program.
- Update and/or input all outreach data information as needed.
- Travel to all partner CBO sites and to various events across the five boroughs.

- Maintain a database of CBO partners and projects initiated and contacts/services provided.
- Work closely with ACE Career Development Center to recruit alumni in the workforce/pre-college/ English language programs to apply to LaGuardia through CPL.

## **INSTITUTE FOR FAMILY HEALTH, NY**

**11/2020 TO 02/2023**

### **Health Outreach Coordinator**

- **Project Coordinator** Reporting directly to the Director of Community Health Outreach and Development, helping to oversee several outreach programs (Immigrant Health, NYCEAL) and informative research projects advocating in providing high quality primary health care and behavioral health to primarily low-income, underserved communities in NYC. Our main focus are immigrants, formerly incarcerated and older adults groups.
  - Organizing and conducting educational bilingual presentations in community events about preventive care and patient rights for multicultural city residents
  - Using NYC data, identifying neighborhoods with high immigrant populations
  - Developing and implementing strategies to conduct outreach in these communities
  - Developing contacts/ partnerships with service providers including, but not limited to primary care
  - Supervising staff members and coordinating staff meetings creating a positive environment to achieve a common goal
  - Scheduling patients for appointments & track follow-ups in Epic
  - Tracking program deliverables, and assisting with program evaluation activities
  - Training new team members to develop and empower their skills towards a unified goal

## **PUBLIC LIBRARIES, NYC**

**01/2019 TO PRESENT**

- **Culture Pass Program Assistant – Brooklyn Public Library**  
*4+ consecutive years working in partnership with all three library systems in NYC delivering 90+ programs per year. Reporting directly to Culture Pass Manager.*
  - Curating proposals from cultural partners for designated community libraries
  - Working with library branch staff and cultural partners to plan programming events
  - Identifying target audiences and communities for programs
  - Scheduling programming in library branches and virtual live streamings
  - Attending on-site community programs
  - Using virtual platforms to create new events, update descriptions of programs, follow-up with cultural organizations to get familiar with the chosen application, monitoring and finalizing live virtual programs
  - Conducting follow-up with library staff, partners, and program attendees to analyze the impact of programming data
  - Coordinating with team members to ensure parity in Culture Pass programming
  - Participating in team meetings
- **Adult Services and Cultural Programs Assistant – Queens Public Library**

- Compiling information, creating and maintaining job manuals
- Creating reports, minutes and data that aid in analyzing statistics on attendance, performers and events
- Creating and maintaining a calendar with all the programs offered by Adult Services and Cultural Department
- Helping with the coordination of thematic programming as well as creating new programs keeping direct contact with Community Library Managers by confirming dates and mailing out program materials
- Performing background research on vendors, reviewing applications and creating contracts
- Serve as a backup staff when required to schedule/monitor virtual programming

## Non-profit Organizations, NY

03/2018 TO PRESENT

### Auxiliar, Active Performer, Teaching Artist

From volunteering to teach art/music/theatre classes to the most vulnerable and hard-to-reach communities to perform in big stages such as Rockefeller Center, The High Line, Harlem Theatre, LATEA and others, always empowering and representing the Latino Community

<ul style="list-style-type: none"> <li>• Bilingual Birdies</li> </ul>	<ul style="list-style-type: none"> <li>• R.Evolucion Latina</li> </ul>
<ul style="list-style-type: none"> <li>• Teatro SEA</li> </ul>	<ul style="list-style-type: none"> <li>• Mexico Beyond Mariachi</li> </ul>

## ALEXANDER BAIN HIGH SCHOOL, MEXICO CITY

10/2013 To 12/2017

### Performing Arts & Cultural Outreach

- **Performing Arts Executive Assistant-** High level of focus and attention to detail and accuracy in a recurrent environment.
- **Choir Teacher/Director-** Implemented a variety of teaching methods such as games and demonstrations, all through music, singing and playing.

## EDUCATION AND TRAINING

### American Musical and Dramatic Academy of New York – New York, NY, United States

- **2012 Associate of Arts:** Performing Arts

## ACTIVITIES AND HONORS

- AMDA Alumni Association
- Creator and Lead singer at Nedelka & Latin Roots Band
- Back up singer at KINPAK Reggae Band, Louie Fleck and the Reggae Collective of NYC
- Producer, director and performer in several cabarets, musicals and short films (NY-Mexico)

## LANGUAGES

100% fluent in Spanish. Strong writing and oral communication skills.