

CECILIA ALCANTAR-CHAVEZ

928-514-1365

20100ceci@gmail.com

www.linkedin.com/in/alcantarc

SKILLS

- 6 years Project Management
- 4 years Public Speaking
- 2 years Team Management
- Budget Management
- Data Analytics
- Data Visualization
- Stakeholder Engagement
- Grants Writing
- Professional Communication

EDUCATION

Thunderbird School of Global Management at Arizona State University-Downtown Phoenix – Phoenix, AZ MAY 2025

Master of Global Management (MGM), Concentration: Public Administration, GPA 3.8+

- Completed a 2-month consulting project in 2024 for an entrepreneurial online education business in Costa Rica.
- Managed client relations and successfully delivered a strategic implementation and expansion plan for the client.
- Met with stakeholders in person in San Jose, Costa Rica and virtually, to learn about the life sciences and entrepreneurial landscape to complete a stakeholder analysis and suggest potential partnerships for the client.

Relevant Coursework: Public Budgeting and Finance | Public Affairs | Public Policy Analysis | Organization Behavior | Global Accounting & Financial Management | Global Marketing & Data Analytics | Agile

Ira A. Fulton Schools of Engineering at Arizona State University-Polytechnic – Mesa, AZ

MAY 2023

Bachelor of Science in Engineering (BSE), Major: Mechanical Engineering Systems, Minor: Project Management, GPA 3.8+

Relevant Coursework: Science, Technology, & Public Affairs | Project Time, Cost, Risk, & Quality Mgmt | Project Leadership

PUBLICATIONS

- Listed as a lead author on a 59-page federal report, *Nuestra Administración en Acción/Our Administration in Action: A Final Report to the President and Community Resource Guide*, which highlighted White House Hispanic Initiative, Department of Education, and 20 federal agency and subagency accomplishments during the Biden-Harris administration.
- Listed as a contributor on a 22-page federal report, *Final Summary Report on the President's Advisory Commission on Advancing Educational Equity, Excellence, and Economic Opportunity for Hispanics*.

MEDIA

- Interviewed live by Arizona's Family, a local TV station, on ASU graduation Spring 2025
- Interviewed by Telemundo Arizona, on ASU graduation Spring 2025
- Interviewed by Forbes, for an article titled "Graduation And The True ROI – Transforming Lives And Communities"

PROFESSIONAL EXPERIENCE

Management Fellow

City of Phoenix, Phoenix, AZ

June 2025-PRESENT

- Analyzed former City of Phoenix municipal government bond program to compose a recommendations memo for City leadership for a future ~ \$500M bond program.
- Surveyed and compiled data on 28 police and fire departments throughout the U.S. for City of Phoenix's Biennial Sworn Staffing Comparisons Report to advise city leadership on performance and staffing metrics.
- Analyzed employee leave data to calculate appropriate staffing levels needed for communications personnel.

Graduate Teaching Assistant (TA)

ASU, Tempe, AZ

DEC 2023-MAY 2024 | JAN 2025-MAY 2025

- Assisted undergraduate and graduate students to produce professional quality ~7-minute videos for 20 student groups to publish on YouTube, with thumbnail images and video descriptions.
- Designed 6 class sessions; formulated an agenda and directed students through activities to foster project feedback.
- Consolidated audio and video equipment resources, formulated through meetings with dozens of individuals and departments at ASU, into a 10-page resource guide with tools for script writing, filming, editing, and gathering media.
- Acted as liaison for class with a department that provided filming services, fostered a positive relationship over 3 years.

CECILIA ALCANTAR-CHAVEZ

928-514-1365

20100ceci@gmail.com

www.linkedin.com/in/alcantarc

White House Hispanic Initiative

Office of the Secretary, U.S. Department of Education

JUNE 2024-JAN 2025

Latino Leadership Program

Washington D.C.

- Analyzed workforce and procurement data from the U.S. Office of Personnel Management and the U.S. Small Business Administration to develop visuals, including graphs and tables, for a federal report, using Excel
- Summarized 20 federal agency action plans to analyze and highlight initiatives and programs that federal agencies have undertaken to close equity gaps for Latinos in the U.S., including listing federal internships and grants available.
- Research educational institutions and elected and community leaders for Executive Director of the White House Hispanic Initiative.
- Support events and provide strategic support for speaking engagements in D.C., including preparing speaker briefings.

Assistant Project Manager

Center for Negative Carbon Emissions, Tempe, AZ

JULY 2023-MARCH 2024

- Constructed grant proposals for the Center for Negative Carbon Emissions (CNCE) in the Global Futures Laboratory at ASU for submission to organizations such as the National Science Foundation (NSF) and Department of Energy (DOE).
- Scheduled and managed dozens of meetings, deliverables, and documents for various carbon collection technologies with domestic and international project partners, including National Renewable Energy Laboratory (NREL).
- Provided data analysis and visualization, including analyzing 500,000+ rows of data in Excel to calculate average wind speed and wind direction, providing visuals including pie charts, bar charts, histograms, and web diagrams.
- Assisted with retreat planning, recruited volunteers for the CNCE, and planned an out-of-state trip to NREL for a carbon removal and green fuel production project, including estimating budget and other logistics for the team trip to Colorado.

Student Body President

Arizona State University - Polytechnic, Mesa, AZ

APRIL 2021-MAY 2023

- Represented 5,500+ students on the ASU Polytechnic Campus as a twice elected President for both the 2021-2022 and 2022- 2023 academic years, through 40+ projects to enhance the student experience and university growth initiatives.
- Composed memos to executive leaders and staff regarding online student inclusion, reporting various milestones, decisions, and possible configurations, on behalf of student government and the Online Student Advocacy Committee.
- Managed an annual budget of \$650,000+ for ASU Polytechnic to finance initiatives, clubs, and campus improvement.
- Presented budget requests to executives for special projects - awarded an additional \$200,000 in one-time funding.
- Led a team of 20 student leaders to assist their professional growth and development, ensure collaborative work, and offer guidance for managing multiple projects and support their creative solutions, to create a learning culture.
- Communicated professionally with ASU Vice Presidents, Deans, staff, student leaders, and community members.

SPEAKING ENGAGEMENTS

- Flywire's Student Success + You: Unifying the Journey – September 2024
- White House Hispanic Initiative's HSI Panel: Building Hispanic-Thriving Campuses to Foster Student Success – September 2023
- Poly's Awards Ceremony – April 2023
- ASU Pitchfork Awards Ceremony – April 2023
- Arizona Board of Regents meeting – September 2022
- Student Forum with President Crow – September 2022
- Panelist for Hispanic Serving Institution (HSI) Town Hall 2022 at ASU – September 2022
- Sun Devil Tuesday Freshman Welcome – August 2022
- Family Welcome at ASU Polytechnic – August 2022
- Guest speaker at Thunderbird for visiting Saudi Arabian high schoolers – July 2022
- Poly's Awards Ceremony – April 2022
- ASU Pitchfork Awards Ceremony – April 2022
- Student Forum with President Crow – March 2022
- Ira A. Fulton Schools of Engineering Golden Grad Reunion – December 2021
- Annual Life at Poly series – 2020 - 2022
- Annual ASU Leadership Institute – 2020 - 2021
- ASU Campaign 2020 Closing Event – January 2021
- Coffee Chat with Dean Squires – October 2020

AWARDS

- Outstanding Master's Student Award, Roberto H. Pastor Student Award, 3 Sun Awards in 2023, FSE Impact Award 2023, Polytechnic School Impact Award 2023, Excellence in Student Leadership 2023, Dean of Students Service Award 2022, Fulton Difference Award 2021, Cooley Community Impact Award 2020, Live Well at ASU Award 2020.