

Lisa Alvarado

Top Flight Executive Support with a Plus

Albuquerque, NM 87107

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AGILE RIGHT ARM

- Successful project manager
- Able to conserve the energy and resources of top level management
- Innovative, task driven organizer and researcher
- Impeccable professionalism and liaison capabilities

WORK EXPERIENCE

Senior Administrative Staff

Christus St. Vincent Regional Medical Center - Santa Fe, NM - September 2013 to August 2015

Responsibilities

Christus St. Vincent Regional Medical Center, Santa Fe, NM (2013 to present)

Senior Administrative Assistant

- Provide 1:1 support to the Chief of Staff
- Schedule appointments and managed all correspondence for the Chief of Staff Included, but not limited to letters, policy statements, peer review documents, meeting minutes.
- Design web portal prototypes for physicians.
- Sourced online project management tools, negotiated contracts and established pilot institutional use.
- Act as ex-officio representative for the Chief of Staff to peer review, credentialing, and pharmacy committees.
- Research and develop social media and project management/collaboration pilot programs.
- Manage hospital-wide on-call scheduling via use of Amion software.
- Conduct research for physicians and administrators.

Accomplishments

Spearheaded the transition to paperless meetings for the medical leadership.

Saved Christus St.Vincent Regional Medical Center \$25,000 in successful negotiations with vendors.

Mentored new administrative staff.

Streamlined inter-hospital communication.

Developed pilot launch of social media and project management tools.

Maintained EMTALA compliance with on-call coverage.

Consulting Editor

First American Art Magazine - Santa Fe, NM - April 2013 to Present

First American Art Magazine. LLC. is a publication dedicated to showcasing art by Indigenous peoples of the Americas. Providing structural and developmental support to publisher.

Freelance

Manuscript M.D - Chicago, IL - 2008 to Present

- Intense marketing plan successfully captured 60 clients, driven by skilled use of new media: blogging, Facebook and Twitter.
- In 2010, successfully shepherded three creative manuscripts to be published by nationally known houses in the United States and Canada.

Online Journalist

La Bloga - February 2007 to Present

La Bloga: <http://labloga.blogspot.com/search?q=Lisa+Alvarado>

Blogcritics.org: <http://blogcritics.org/writers/lisa-alvarado/>

- Wrote over 100 articles for La Bloga. Issues included immigration, autobiographical essays on the Chicana and Jewish experience, and working for a living.
- Increased La Bloga's readership from 300 hits a week to 2000+. Grew submission base to over 500 writers, artists, journalists, and publication industry professionals.
- Published 75 bylines for Blogcritics.org, picked up for national distribution by NOLA.com, NJ.com, ClevelandExaminer.com, and Boston.com.
- Featured as Blogcritcs.org's author of the week.

Editor

Bella Media/Santafean Magazine - Santa Fe, NM - December 2012 to March 2013

Content, line editing and talent acquisition for the Santafean. For more than 40 years, Santa Fean magazine has been producing stimulating articles and images that showcase the art, culture, history, personalities, homes, and lifestyles of Santa Fe.

Reporter

Number Nine Media/El Defensor Chieftain - Socorro, NM - November 2011 to June 2012

Staff reporter for twice-weekly publication covering education, city government, lifestyle and culture. Broke two major stories garnering state wide media attention, including television coverage.

Adjunct Professor/English

Columbia College Chicago - Chicago, IL - September 2008 to June 2009

- Taught undergraduate survey classes: Introduction to Literature, Composition, Introduction to Poetry, Introduction to Fiction, and Introduction to Latin American Art, Literature and Music.
- Led initiatives to incorporate grassroots art institutions as learning sites.

Administrative Assistant/Office Manager

Lambda Legal Defense and Education Fund - Chicago, IL - 2000 to 2008

- Provide right-hand gatekeeper assistance to Regional Director; schedule appointments; field and direct incoming calls, including travel and meeting planning
- Provide positive first point of contact to all visitors in person and by phone
- Wrote press releases, announcements, psa's for print and electronic media
- Promote positive organizational image via contact with national staff, press, and litigants
- Meet and screen high-profile clients, visitors and potential clients
- Data base entry and research, maintenance of organizational contacts via Microsoft Office and Excel programs
- Develop and maintain on-line archives; research issues for organizational projects
- Assemble in-house hardcopy and digital bank of regional press as they relate to organizational priorities
- Liase with office vendors and negotiate contracts; manage physical plant operations and procured all necessary on site repairs via corporate landlord
- Maintain mailing list database for quarterly mailing of the organizational magazine and maintain office equipment, office supply inventory
- Conduct quarterly mailing for a 10-state regional area
- Awarded municipal and national arts funding over a seven-year period

Unique Career Highlights: 15 year freelance history as a journalist, editor and non-profit publisher. Editing included creative and business manuscripts, press releases, brochures, media spots. Honored as Hispanic Author of the Year, 2009 by the State of Illinois. Released two books through nationally known publishers.

EDUCATION

Masters of Fine Arts in Interdisciplinary Arts

Goddard College
2003

Bachelor of Arts

Vermont College
2000

SKILLS

Spanish speaker

LINKS

<http://lisaalvarado.net>

ADDITIONAL INFORMATION

PUBLISHER AND AUTHOR 1995 to present

- Honored by the State of Illinois as Hispanic Author of the Year, 2009

MARKETING and MEDIA

- Promotion included innovative national book release events - house parties hosting community residents, high-level cocktail receptions in partnership with foundations, city-wide events of over 1000 at prime venues.
- Careful nurturing of high visibility educators, art patrons and media led to consistent sales on Amazon.com, as well as independent booksellers.
- Shepherded innovative partnerships with agencies serving young women of color, using my book for discussions to promote positive self-images of Latinas.

PUBLICATIONS

- Me No Habla With Acento, Bashert, Memoria and Courting Disaster; Rebel Sartori Press Spring 2011 (poetry)
- Tidal Basin Review, An Arizona State of Mind, Fall 2010 (essay)
- Halapid, The Journal for the Society of Crypto-Judaism, Bashert, Memoria, and Homecoming , Spring 2010 (poetry)
- Raw Silk Suture: Female and working class identity; Floricanto Press, 2008 (poetry)
- Sister Chicas: Latina coming of age story; Penguin/New American Library, 2006 (novel)
- The Housekeeper's Diary: Domestic work; La Onda Negra Press, 1998 (poetry)
- Reclamo: Chicanisma, spirituality and body image; La Onda Negra Press, 1995 (poetry)