ANA M. HORTA

PROFESSIONAL SUMMARY

I am a creative, bicultural, multilingual and inquisitive problem solver. I hold a Master's degree in Biology and have worked for over ten years as a program manager and director with research and non-profit organizations in Latin America and the U.S. I have strong scientific, communication and organizational skills. I am highly experienced in data administration, communication, and program management working in a variety of projects alongside disadvantaged populations. Some of my interest and passions are social equity, conservation, education, public health, and public policy.

WORK EXPERIENCE

Program Management, Social Services and Advocacy

- **Senior Companion Program Supervisor, North Bay Regional Center, Santa Rosa, CA** **2020 - present**
  Hire, orient, train, supervise and evaluate the Senior Companion Program Volunteers as well as the Senior Companion Coordinator position. I interpret policies and comply with federal, state, and regional center guidelines. I also handle aspects of the budget, collect metrics to assess program success and prepare reports. As Senior Companion Program Supervisors, I am responsible for the overall development, maintenance and oversite of the Senior Companion program.
- **Senior Companion Program Specialist, North Bay Regional Center, Santa Rosa, CA** **2018 - 2020**
  Coordinated, recruited, trained and supervised volunteers participating in Senior Companion-Senior Corps Volunteer Program. Through the program financial assistance is provided to low income seniors that offer in exchange companionship to adults with developmental disabilities. The program strives to reduce isolation, foster independence and build community.
- **Service Coordinator-Children's Unit, North Bay Regional Center, Santa Rosa, CA** **2015-2018**
  Provided case management to children and adults with developmental disabilities; assisted and guided them with use of public and private resources. Evaluated the effectiveness of client's plans and coordinated vendors to deliver person centered services.
- **Child Advocate & Case Manager, Child Parent Institute (CPI), Santa Rosa, CA** **2010 - 2015**
  Intake coordinator, case manager and resource assistance. Language interpreter during therapy sessions and helped with data entry/data management. Provided administrative support, assisted with research, and team collaboration in English and Spanish.

Data Analysis & Research Coordination

- **Field Research Assistant, State University of New York - UNT, Tucuman, Argentina** **2002 – 2003**
  Designed and established field experiments. Collected and organized data to evaluate the different factors influencing leaf litter decomposition.
- **Research Assistant & Project Coordinator, Organization for Tropical Studies, Costa Rica** **Feb. 2001 – Dec. 2001**
  Collected a variety of field data for various research projects. Used SAS, ArcView and Access to organize and analyze datasets. Wrote technical documents and researched bibliography. Managed, coordinated, trained and supervised field assistants. Translated documents and assisted director organizing workshops.

Bilingual Interpreter &Translator

- **Translator-Interpreter (contractor), Hanna Interpeting, CA** **2016 - present**
  Translation and interpreting services in Spanish and English for diverse assignments. Handled sensitive cases that involved discretion, and legal matters.
- **Translator-Interpreter (contractor), Language People, Santa Rosa, CA** **2008 - 2015**
  Translation and interpreting services in Spanish and English for a diverse group of clients and organizations.

Teaching & Education

- **Teacher Assistant, Montessori Center School, SantaBarbara, CA** **2004 - 2006**
  Provided instruction and supervision of classes of elementary school children.
- **Teacher Assistant, Universidad Nacional de Tucumán (UNT), Tucuman, Argentina** **1997 - 2000**
  Taught introductory Botany course. Instructed and assisted students during labs and field trips. Taught lectures and graded both labs and final exams.

Miscellaneous

- **Voter Registration, Next Gen Votes, Santa Rosa,** CA **September 2014**
- **Client Service Representative, Eurofins Group, Petaluma, CA** **2006 - 2007**
  Assisted customers with analytical services. Conveyed, and explained technical information between clients and technical staff.

EDUCATION

Universidad Nacional de Tucuman, Argentina (UNT)

- Five-year "licenciatura" degree in Biology (Botany focus), May 2000. Equivalent to a **U.S. Master degree**, 150 semester credits, accredited by WES in 2010 (World Education Services), GPA 3.28.

COMPUTER & LANGUAGE SKILLS

- **Informatics:** MS Word, Excel, PowerPoint, Adobe Acrobat, Survey Monkey, Constant Contact, Statistica, SAS, Access and database systems, Sigmaplot, Facebook and Blogger.com
- **Languages:** Native Spanish speaker; fluent in English and Italian; read French. Bilingual translator and interpreter.

PROJECTS

- **Community Engagement RFP for Roseland Annexation, Gervais & Associates, July 2014**
  Collaborator on the community engagement RFP for the Roseland Annexation Plan, along with Michelle Gervais (principal) and Maureen Middlebrook (collaborator &co-author).
- **Incubator Farms. Cultivating a Just and Thriving Food System in Sonoma County, June 2013**.
  Researched, organized and presented data for a team-led project toward the creation of incubator farms with social equity components in Sonoma County. Aided on convening a meeting where farmers, non-profits and institutions where brought together to discuss the subject.
- **Influence of the shoot architecture of two tree species on light interception and CO2 assimilation in the Luquillo Experimental Forest**; used a CO2 assimilation model and light sensors, Puerto Rico, July 2000.

VOLUNTEER EXPERIENCE & CAUSES

- **Gravenstein parent Association, Gravenstein School District, May 2020 to the present.** Supporting and enhancing the ENRICH Program by providing volunteers, direction and funding for these programs in cooperation with the GUSD school board, administration, teachers and staff.
- **Former Board Member, Leadership Institute For the Ecology and the Economy, May 2013 to June 2014**.
- **Unaccompanied Immigrant Children, 2014 to 2015**. Teamwork with government officials, non-profit and religious organizations trying to brainstorm solutions to the child migration issue.
- **IsoCare Volunteer, Santa Rosa, May 2020 to the present**. Provide early intervention and support during isolation and quarantine during the Covid-19 pandemic to members of the Latinx Community.

COMMITTEES & ASSOCIATIONS

- Sonoma County Covid-19 Latinx Health Task Force (liaison, collaboration between a variety of CBOs and Sonoma County Public Health to promote social equity and reduce disparities during the Covid-19 pandemic.)
- AmeriCorps Seniors Professional Network (formerly NAFGPD)
- NBRC Board of Director's Cultural and Linguistic Competence Committee
- NBRC Disparity Committee
- Sonoma County Access to and Functional Needs (AFS) Committee
- Connected Communities Steering Committee