

Julia Romero Gusse

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Summary

Over nineteen years of combined experience in civil and military service working to improve the quality of life for all individuals/residents.

Local City Government Experience

City Councilmember, City of Maricopa, AZ

2016 – 2020

Under the direction of the City of Maricopa constituents, served a second term as an elected official responsible for the analysis, development, and implementation of all City policies and programs. Possess over four years of experience in interpreting and applying laws, rules and regulations associated with holding local elections including supervising (the highest position in the municipality) and experience working in a lead capacity. Updated and approved the City code, policies and procedures. Extensive knowledge of campaign finance regulations and reporting. Ability to communicate and work with elected officials with excellent written and oral communication skills in both English and Spanish.

City Councilmember, City of Maricopa, AZ

2010 – 2014

Under the direction of the City of Maricopa constituents, served first term as an elected official. Established and implemented Operation Welcome Home, the first Veterans Town Hall, First Lady Obama's Let's Move Program and the Heritage District (predominantly Latino, low income area). Served on the National League of Cities Hispanic Elected Local Officials and Women in Municipal Government Boards. American Legion District #4 Vice Commander, American Legion Auxiliary Unit #133 Vice President and established a local Veteran (VETIT Inc.) a 501(c)3 Non-Profit.

Development Services Administrative Assistant, City of Maricopa, AZ

2008 – 2009

Directly responsible for developing and implementing a filing system for the city's planning department with accuracy and excellent organizational skills. Primary Spanish Interpreter for the Mayor and Council during Development Service's public meetings and an Annexation process. Responsible for coordinating agendas and documentation required as the city's secretary for the Planning and Zoning Commission. Maintained various computer database applications for Development services, possess excellent organizational skills along with expert level skills in the Microsoft Suite programs. I had the opportunity to utilize the real estate principal skills that I had acquired prior to this position along with geographic information system (GIS) skills and training.

Public University and Community College Experience

Director, Veterans Upward Bound, Arizona State University Tempe, AZ **2016 – Current**

Director of a federally funded Department of Education TRIO grant. Veterans Upward Bound is a college preparatory program for veterans, serving low income and first-generation students. The goals and objectives are designed to assist veterans return to higher education through tutoring, academic support while assuring all barriers (financial, study skills, assessments, SAT/ACT, college application process, etc...) are addressed.

Parent Program Coordinator, Gateway Community College, Phoenix, AZ **2010 – 2014**

Coordinate all workshops and classes for the parent population of the Gateway Early College High School on the college campus. Developed the curriculum, taught and coordinated the computer literacy and English classes. Served as the primary Spanish interpreter; verbally and in print. Possess the ability to work independently as an instructor or as a team member with the college staff.

Executive Secretary, Rio Salado Community College, Tempe, AZ **2006 – 2008**

Administer the International Education Department at Rio Salado Community College, one of the colleges within the Maricopa County Community College District. Review and verify student visas and assist in registrations. Became proficient with the college's student database and MS Office.

Assistant to the Director, California State University, Los Angeles, CA **1997 – 2004**

Administer two federal grants for the Disabled Student Support Services Program on the University campus. Implemented the program's goals and objectives, prepared and submitted all reports to the U.S. Department of Education. Hired and supervised staff, managed budgets and payroll.

Other Professional Experience

Secretary, West Los Angeles VA Medical Center, Los Angeles, CA **1996 – 1997**

Administer all patient records and database documentation and Tumor Board Secretary.

Cryptologic Technician/Morse Code Operator, United States Air Force **1988 – 1992**

Enlisted, United States Air Force served at the National Security Agency of the United States with a Top Secret SCI Clearance.

Education

- University of Arizona, Tucson: Master in Information Resources and Library Science
- California State University, Los Angeles: Bachelor of Arts in Spanish