

# Leticia Morales-Perez

██████████  
Aurora, Illinois 60506

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## Professional Summary

Strong experience in interpreting and complying with federal, state, and local government regulations and policy guidelines. Expertise in supervision, hiring, training staff, and managing financial resources. Working knowledge of grant reviewing, policy interpretation, program planning, and implementation.

## Career Experience

**DuPage County**, Department of Economic Development, Workforce Development Division  
workNet DuPage Career Center

Lisle, Illinois

**Manager of Technical Services**

1994 - present

### Management

- Hire, train, and supervise program monitors and unit staff
- Developed internal and external program monitoring system
- Research, develop, and implement program policies to ensure compliance
- Assist in the planning, coordination, and monitoring of workNet training allocations
- Manage computer database to track program budget expenditures
- Supervise program implementation and program monitoring to assure performance objectives.

### Grant Management

- With director, administer WIA grants
- Procure and contract training services with service providers/subcontractors
- Compile statistical analysis of program performance and contract compliance

### Workforce Development

- Monitor local economic trends and workforce needs
- Coordinate with state (Department of Employment Security and Department of Human Services) and local agencies (DuPage County Human Services and others) to meet the needs of customers
- Build effective relationships with community colleges, universities, proprietary schools, not-for-profit agencies and local government representatives

## Prior Professional Experience

Kane County, KDK Training, Employment and Business Services  
Employment and Training Manager

Aurora, Illinois

## **Education**

Aurora University, Aurora, Illinois

- Bachelor of Science in Organizational Management, Minor in Accounting, 2002

University of Illinois at Springfield, Oak Brook, Illinois

- Employment Specialist Certificate, 1998

## **Professional Memberships**

- Aurora Civil Service Commission

## **Other Skills**

- Fluent in Spanish
- Microsoft Word, Excel and Power Point