

Melissa Sosa

Bilingual Program Director with expertise in hiring, training, team leadership, and organizational development. Skilled in cross-functional collaboration, community engagement, and program management.

Professional Experience:

APS Training Academy - Aurora, IL - Program Director

Sept. 2023 - Aug. 2025

- Oversee staffing, scheduling, and HR coordination for over 30 instructors across multiple locations.
- Lead recruitment, onboarding, and training for new hires, focusing on classroom management and effective communication.
- Manage partnerships with community organizations to deliver STEAM-focused educational programs to 2,500+ students annually.
- Ensure compliance with internal program policies and streamline operational logistics to maintain quality across all sites.
- Act as a liaison between parents, staff, and leadership, ensuring high satisfaction and engagement.

East Aurora School District 131 - Aurora, IL - Dual Language Kindergarten Teacher

Aug. 2019 - May 2023

- Delivered instruction in both English and Spanish to diverse student populations.
- Developed and implemented differentiated lesson plans aligned with district goals and student needs.
- Fostered inclusive classroom environments and maintained strong communication with parents and support staff.
- Participated in team planning, data analysis meetings, and school-wide initiatives to improve academic outcomes.
- In May of 2023 I was recipient of the *Outstanding Performance Award* for exceptional dedication, innovation, and impactful contributions to student success and school initiatives.

Family Focus - Aurora, IL - Community Schools Resource Coordinator

Sep. 2017 - July 2019

- Recruited, hired, and trained instructors for afterschool programs serving elementary students.
- Coordinated community partnerships and enrichment programming, including field trips and workshops.
- Managed communications between families, schools, and program staff to ensure transparency and student safety.
- Oversaw daily site operations, ensuring compliance with program goals and quality standards.

Education

Aurora University - Aurora, IL

Graduation: May 2017

- Bachelor of Arts in English

Volunteer Experience:

The City of Aurora Hispanic Heritage Advisory Board (AHHAB) - Aurora, IL

Aug. 2018 - Aug. 2024

Board Member - Vice President; 2021 - 2024

- Acted as a liaison between the Hispanic community and the City of Aurora to promote cultural representation and civic engagement.
- Organized and hosted major community events such as Fiestas Patrias, Día del Niño, and the AHHAB Scholarship Recipient Breakfast.
- Led fundraising efforts for the AHHAB Scholarship Foundation to support local students.
- Served on the Fiestas Patrias Parade Committee in 2019, coordinating sponsorship collections, logistics, and event layout planning.

Skills:

- Bilingual: English & Spanish
- Strong written and verbal communication skills
- Staff Training & Development
- Program Coordination
- Team Leadership & Supervision
- Time Management & Critical Thinking