

Leticia Morales-Perez

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