

CARMEN PATLAN

CAREER SUMMARY

Passionate and results-oriented advocate with broad-based senior-level experience in fundraising, strategic planning/development, communications and board relations. Over ten years of experience in creating and implementing programming for families and the Latino community in Lake County. Possesses a proven track record of assessing opportunities for growth and implementing innovative strategies to achieve set goals. Skilled fundraiser with proven experience in enhancing donor relations, increasing total giving, and contributing to the sustainability of the organization. Highly respected in the community by elected officials, donors and other not-for-profit leaders. Committed to engagement strategies that allow the voice of the voiceless to be heard, fostering trust, building bridges and connecting the underserved and marginalized community to resources and services in order to help them break down barriers and be productive members of society.

FOCUSED PHILANTHROPIC LEADER | Created the nationally recognized Waukegan Public Library's Promotoras/ Ambassador engagement strategy which received the 2013 Institute of Museums and Library Services (IMLS) Gold Medal (presented by The First Lady, Michelle Obama) to align with the Waukegan Public Library mission and goals

STRATEGIC FUNDRAISING LEADER | Strong leader and seasoned strategist who envisions the big picture as well as the details involved in implementation of a project or mission. Experience in securing large funding opportunities. Designed and implemented the 365 Club which generated more than \$1.1 million through private donations. This campaign increased the donor base and raised awareness in advocating for the poor and underserved in Lake County.

INNOVATED AND TRUSTED LEADER | A strong, thoughtful leader who is willing to take on challenging issues and advocacy positions. Developed relevant resources and programs that addressed barriers that impact the underserved community. Honest, knowledgeable and highly respected leader working with government officials, community leaders, influential advocates and policy makers.

CHIEF DEVELOPMENT OFFICER

A Safe Place; Zion, IL

October 2016 – Present

- Developed the fundraising strategy that garnered over two million dollars in revenue annually.
- Developed relationships with potential donors and strengthened relationships with existing donors, sharing the mission of the organization and helping them to identify ways that they could contribute in a meaningful way.
- Led the organization's rebranding and community engagement efforts to increase the visibility of the organization and make A Safe Place a household name.
- Led a team of four staff and over 220 volunteers to surpass the organization's fundraising, community engagement, education and training goals.

FAMILY ENGAGEMENT CONSULTANT

Waukegan Community Unit School District 60; Waukegan, IL

August 2016 – September 2016

- Crafted and led an assessment process to guide Waukegan School District in developing a collective vision for the future. Personally led focus groups to garner input from over 200 community members and parents.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER

Waukegan Public Library (WPL); Waukegan, IL

September 2011 – June 2016

- Created 2013 National Award Winning Promotores (Ambassadors) Program, awarded by then First Lady, Michelle Obama. Identified, trained and equipped ten (10) library Promotores with materials and technology to engage the local community. They highlight the community barriers and environmental scan that allows the creation of relevant resources
- Created and oversee the library's 365 Literacy 2020 Fundraising strategy with goal to raise \$500,000 by 2020
- Strategically engage community by leveraging Promotores and staff to connect and access relevant programs that address identified needs

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- Increased the number of active Hispanic WPL cardholder by 300% in 2013 with 60% of those continuously accessing services.
- Successfully raised \$240,000 in sponsorships during June 2015-present to support literacy initiatives.
- Developed free community educational services to increase literacy among adult population in Lake County. Engaged thousands of Waukegan youth to participate in the Early Learning Center, literacy, recreational and homework support initiatives.
- Liaison to the Waukegan Public Library Foundation Board to develop and implement annual fundraising strategies.
- Identify, recruit and build a pipeline of potential Waukegan Public Library Foundation board members.

INTERPRETER INSTRUCTOR

Language Access Resource Center - LARC DuPage, IL

January 2014-Present

- Completed 100-hour Interpreter Training program certification
- Recruit, assess and instruct interpreters on medical, educational and judicial terminology as well as interpreting techniques to become trained qualified medical interpreters
- Develop learning lesson plans for trainees for 60 hour in-class training (average of 15-20 students)

DIRECTOR OF SOCIAL CONCERNS, MOST BLESSED TRINITY PARISH

Most Blessed Trinity Parish; Waukegan, IL

May 2007 – August 2011

- Managed the executed the fundraising strategy that raised over \$1.1 million for the community social service programs.
- Managed various community social services programs that served over 80,000 Lake County residents annually; The Fr. Gary Graff Education and Referral Center, Domestic Violence Programming, SHARE Food program, CROP, Pro-Life Ministry, the Soup Kitchen and Food Pantry.
- Successfully raised over \$200,000 to renovate the only domestic violence shelter for women and children (House of Peace) in North Chicago, IL.
- Co-Founded and implemented the 2009 RESPOND (Respecting Every Single Person through Outreach Networking and Diversity) collaboration. Comprised of over thirty social service agencies in Lake County that met bi-monthly to network and identify efficient ways to serve those in need.
- Developed and implemented Domestic Violence Awareness Training (D.V.A.T), 2009

LAKE COUNTY CRIMINAL COURT INTERPRETER

Lake County, IL

January 2007 – May 2007

- Interpreted bi-lingual Spanish cases for criminal, civil, domestic violence, juvenile detention center, traffic and probation cases.
- Worked directly with judges, police and legal counsel to aid in the communication bridge between plaintiff and the court and legal system.

OWNER / BUSINESS MANAGER

Lavender and Lace Boutique; Lake Forest, IL

May 2004 – May 2006

- Maintained organizational structure by managing accounting, inventory, employees, and customer service
- Researched and developed relationships with high-end women's clothing designers for retail distribution
- Obtained certification to distribute prosthetic products to aid breast cancer survivors

INVENTORY SPECIALIST

Abbott Laboratories/Hospital Products Division (HPD); North Chicago, IL

October 2002 – October 2003

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- Created and sustained effective relationships with international and local drug distributors by utilizing sound verbal and written communication skills
- Responsible for managing inventory of small-volume “Parenteral” hospital products
- Accountable for drug availability intended for daily batch production
- Preserved the integrity of FDA-auditable documentation by assuring continuous quality and clarity of specific drug related records

MANUFACTURING COMPLIANCE SPECIALIST

March 2001 – October 2002

- Coordinated and executed regulatory procedure requirements per HPD policy
- Ensured compliance for manufacturing areas

EDUCATION AND TRAINING

Columbia College of Missouri, 2 years of coursework completed; Park City, IL

- Certified Medical Interpreting Instructor (DuPage Federation Language Access Resource Center)
- Industrial Areas Foundation Certification
- Harwood Institute Certification
- Gorter Family Foundation-Board Development Training
- Certified Breast Prosthesis Fitter

AWARDS AND COMMUNITY INVOLVEMENT

Created the 2013 Waukegan Public Library’s **Promotoras/Ambassador Program**
Awarded the Institute of Museums and Library Services (IMLS) Gold Medal

Member, Governor Pat Quinn’s Anti-Racial Profiling Board, 2013
Member, Catholic Charities Advisory, 2015
Founding Member, The Alliance for Human Services, 2014
Member, Zion Benton Children’s Service, 2015
Member, Task Force for the Live Well Lake County Functional Health Literacy Action Team, 2015

Member, Catholic Hispanic Council of Chicago (Archbishop Cupich), 2015
Member, Lake County United, 2008
Member, Nature Network of Lake County, 2013
Member, Immigrant Integration Network of Lake County, 2014