

MARA E. DORTA

Maraelenadorta@gmail.com | (646) 228-3825 | Brooklyn, New York

STUDENT SUCCESS SPECIALIST

Experienced student success specialist and educator with demonstrated history in supporting students in the high school to college transition. Creative and goal-oriented with strong relationship building and project management skills. Keen ability to build and deliver impactful programming for wide variety of student audiences, particularly first generation students and students from historically disenfranchised communities. Extensive experience distilling complex concepts for clear understanding. Impeccable attention to detail, and thrives in deadline-driven environments.

Areas of expertise include:

Relationship Management, Academic Advisement, Career Advisement, Leadership Development, Mentorship, Professional Development, Data Driven Instruction and Support Planning, Project Management, Stewardship and Strategic Planning.

PROFESSIONAL EXPERIENCE

JOHN JAY COLLEGE OF CRIMINAL JUSTICE – New York, NY

Aug 2019 to Present

Adjunct Lecturer—Latin American and Latinx Studies Department

- Challenge and motivate students through in-depth lectures and facilitated class discussions.
- Ensure that students are able to define and use basic terms, concepts, and theories relevant to the analysis of race, class, ethnicity, gender, and sexuality and their intersections using culturally relevant material in mixed media.
- Guide students in their ability to identify and analyze the historical trajectory of Latinx groups, including experiences of conquest, colonization, racialization, and integration in U.S. society, with attention to similarities and differences of experience among Latinx groups.
- Facilitate classroom discussion and evaluation of contemporary topics facing Latinxs in the United States, including but not limited to identity formation, generational and socio-cultural change, bilingual education and language rights, economic and political participation, transnational immigration, law and civil rights, and the emergence and evolution of Latinx social justice movements.

SPONSORS FOR EDUCATIONAL OPPORTUNITY— New York, NY

2018 to Present

Teaching Fellow -9th Grade Critical Reading

- Welcome incoming scholars to the SEO learning community.
- Introduce scholars to best practices in analytical reading and annotation.
- Facilitate discussions on understanding of intelligence, dealing with failure, building resiliency and growing confidence in being their authentic selves.
- Provide feedback and advisement to critical analysis of text and methods of inquiry.

Instructor-12th Grade College English Seminar

- Facilitated scholar led discussions on topics ranging from, but not limited to, navigating the high school to college transition, finding community on college campuses, fitting in, structures of inequality, discrimination and metacognition.
- Facilitated group discussions on self reflection, time management and the writing process.
- Provided guidance and feedback on constructing argumentative essays using statistical and anecdotal supporting evidence and explanation of evidence.
-

Instructor-11th Grade College Advisory

- Facilitated group discussions with scholars and their SEO mentors on topics ranging from, but not limited to navigating the high school to college transition, college selection, mastering college admissions interviews and finding community.
- Provided feedback and advisement on personal statement development.
- Provided guidance to scholars in developing their college lists based on fit factors.

- Served as a thought partner and overall resource in the college application process including aligning extracurricular activities to passions and interests, mastering personal narrative, and building personal and academic support networks.

MARA E. DORTA

Maraelenadorta@gmail.com | (646) 228-3825 | Brooklyn, New York

NEW YORK UNIVERSITY – New York, NY

2006 to 2019

Program Administrator-Leadership Initiative

- Built, planned and facilitated culturally relevant student development programming including leadership development, community building and student success programming.
- Served as thought partner on strategic methods for diversifying student participants engaged in programming.
- Coordinated and managed strategic planning for the creation of the Leadership Initiative Alumni Network in partnership with senior leadership and young alumni. Liaised with University Development and Alumni Relations to ensure all potential funding streams were identified and cultivated; Managed communication and relationships with external stakeholders.
- Coordinate annual unit budgeting process and manage unit-wide access to financial records and reporting; monitor and reconcile unit-wide financial activities and transactions including forecasting.
- Manage operation of facility needs including office relocations, space reservation, telecommunication needs, procurement and management of office equipment contracts. Develop student and staff onboarding manuals, manage student staff.

Development Associate-College of Dentistry

- Managed, prioritized and provided support on all special projects for the Assistant Dean of Development and Alumni Relations, including but not limited to conducting research and review of prospects and analyzing related donor history for prospect briefings; drafted briefings based on prospect and donor research for solicitation and cultivation purposes; Assisted in formulating and implementing special events for donors and prospects as assigned.
- Maintained and updated donor and prospect entity information in Advance database. Managed development gift transmittal database to ensure all gifts are allocated to correct funds in accordance to university guidelines.
- Managed departmental budget, performing quality control assessments when needed; generated weekly fiscal reporting and data analysis. Monitored and tracked fundraising campaigns; prepared annual scholarship donor reports with financial aid office and Assistant Dean of Student Affairs.
- Oversaw donor acknowledgement efforts including issuing targeted individual donor letters on behalf of Deans.

Development Assistant-School of Law

- Provided administrative support to fundraising team conducting research on major donor prospects, coordinating donor meetings and conferences, preparing donor reports and materials for prospect meetings; weekly campaign reporting and data analysis; Donor data maintenance and reporting.
- Managed logistics for reunion and annual fund efforts including: scheduling, planning and execution of reunion committee event programming; production and procurement of marketing materials; generated event briefing reports; oversaw planning meetings, booking venues, securing catering, linen and décor and audio/video orders.
- Managed reunion campaign end of year alumni outreach project.
- Screened prospective development officer candidates providing essential feedback to the team; Trained newly hired support staff; Oversaw task management on all special projects delegated to student workers.

EDUCATION

Bachelor of Arts in Sociology – New York University

Master of Arts in Educational Leadership, Politics and Advocacy-New York University