

MARIANA VELAZQUEZ

CONTACT

520-780-1732

Marvm820@gmail.com

2017 E Hancock Vista

Tucson, AZ 85713

SKILLS

Bilingual (Spanish and English)

Compliance

Data Accuracy

Budget management

Program Management and Evaluation

Commitment to building rapport and connection with clients

Education

University Of Arizona

2011-2015

BA in Economics

EXPERIENCE

Systems Navigation Program Manager

Sonoran Prevention Works

2020 – current

Manage Program operations and ensure compliance with federal, state, and organizational policies, including data reporting and budget oversight.

Review program data for accuracy, completeness, and alignment with reporting requirements, troubleshooting discrepancies and resolving issues.

Supervise and support a team of staff, providing training, evaluation, and mentorship to ensure high-quality service delivery.

Maintain detailed records and documentation for audits, reports, and funding requirements.

Collaborate with partner organizations to improve workflows, ensure accurate information sharing, and support individuals navigating complex systems.

Administrative Supervisor

MSE Supplies LLC.

October 2018 – October 2020

Supervised staff and managed administrative workflows to ensure timely processing of customer and vendor requests.

Created, reviewed, and maintained financial and operational reports to track performance metrics and compliance with company standards.

Utilized advanced Excel functions, Word, PowerPoint, and shared documents to manage records and resolve processing issues.

Handled sensitive information and ensured data accuracy across multiple platforms and departments.