

Application

Profile

If you have any questions or difficulty submitting this application, please reach out to Alex Guzhnay at aguzhnay@newhavenct.gov or call 203-946-7670.

Jorgieliz

First Name

Casanova

Last Name

Middle
Initial

jorgielizcasanova@gmail.com

Email Address

149 Rosette St

Home Address

Suite or Apt

New Haven

City

CT

State

06519

Postal Code

What ward do you live in (optional - please select ward if you know)?

☒ Ward 5

Mobile: (203) 667-6559

Primary Phone

Alternate Phone

Are any of the above number a cell phone number?

☒ Yes ☐ No

If so, which? Also, is it okay to send a text message?

Yes

Are you currently employed by the City of New Haven or the New Haven Public School System?

☐ Yes ☒ No

Yale University

Employer

Senior Administrative
Assistant

Job Title

To see our list of Boards and Commissions please click here: <https://newhaven-ct.granicus.com/boards/w/976a34cad711af7c/boards>

Which Boards would you like to apply for?

Affordable Housing Commission: Submitted

Fair Rent Commission: Submitted

Youth Commission: Submitted

Is this an appointment or reappointment request? *

☒ Appointment

Question applies to multiple boards

Are you seeking a mayoral appointment/reappointment or a appointment/reappointment from the Board of Alders? Mayoral appointments go through the Mayor's Office, while Aldermanic appointments go through the Alders Office of Legislative Services. *

☒ No Preference

Question applies to multiple boards

*Note: If this is an appointment or reappointment request for a Board of Alders slot, please contact the Office of Legislative Services (OLS) at (203) 946-8371 or at alucas@newhavenct.gov if you have any questions on the progress of your appointment. The Mayor's Office is not involved in the timeline of Aldermanic appointees, but forwards any interested applicants for those slots to OLS.

Interests & Experiences

Please tell us about yourself and why you want to serve. Please attach any of the follow:

Resume, Curriculum Vitae (CV), Professional Bio, or a Statement of Interest.

[Jorgieliz_Casanova_-
Resume_4.24.26.docx](#)

Upload a Resume

If not submitting a Resume or CV, please submit a ~150 word Statement of Interest as to why you are interested in serving on your selected boards/commissions. If you have uploaded a resume OR you are seeking reappointment, you can write n/a.

N/A

Question applies to Fair Rent Commission

Are you a landlord, renter, or homeowner? Or someone who works with either landlords or renters? If so, please explain.

Renter

Question applies to Youth Commission, Peace Commission

Are you under 18 or over 18? If under 18, please provide your DOB. If over 18, you can write n/a

N/A

Why are you interested in serving on a board or commission?

I am passionate about fair rents for residents, and ensuring they have a good quality of life and that includes having a well-taken care of home or apartment. I would like to be more involved and being a voice for the people to those in government roles making decisions that impact us all.

Why do you believe you would be a good fit for your selected board and commission(s)?

I have been a long time New Haven resident since the age of 5 when I arrived from Puerto Rico. I started (and finished) school here and have been working in this city ever since I was able to in my youth. I attended college locally to remain involved and aware of the changes in my community, particularly those impacting education and housing. I love New Haven so much, but lately many long-time residents have departed as they cannot afford to stay in their hometowns, residents feel they are not protected against big developers, and they feel they are not being heard when it comes to affordability and landlords who put money above humanity. With my experience in education and how economics impact the foundation of our young people, I believe I will bring a fresh perspective and a new set of ideas to fairly revitalize our city. I would greatly appreciate being considered for either of these boards/commissions I have selected. If there are any commissions that I should focus on instead to better align with my background, I welcome a redirection. However, I am certain that I will be an asset and bring knowledge and input that is needed. Thank you.

Do you have any time commitments that would prevent you from participating in board/commission meetings? Meeting times can be found by visiting newhavenct.gov/boards, but most are usually once a month for 1-2 hours.

N/A

Demographics

Some boards and commissions require membership to be politically proportionate, per State Statute on minority party representation (CGS § 9-167a). What is your political affiliation on your voter registration (i.e Democrat, Republican, Unaffiliated, Independent, etc)?

Democrat

In order to stay compliant with our city's charter, are you registered to vote in New Haven?

☒ Yes ☐ No

We strive to maintain diversity in all of our Boards and Commissions. These questions are optional and if you volunteer the information we will only use it to ensure that our boards and commissions are diverse.

Ethnicity

☒ Hispanic

Gender

☒ Female

How did you hear about serving on our Boards & Commissions?

Alex Guzhnay

JORGIELIZ CASANOVA

149 Rosette St. New Haven, CT 06519 • (203) 667-6559 • jorgielizcasanova@gmail.com

SKILLS AND QUALIFICATIONS

- Fluent in Spanish (Verbal and Written communication)
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook and Google Docs, Slides, Sites, Sheets and Forms
- 10+ years of FileMaker Pro Database experience
- 10+ years experience creating online forms (Wufoo, SurveyMonkey, Kahoot!)
- Ability to write at least 60 WPM
- 10+ years of exposure to Dropbox and Box

EDUCATION

Albertus Magnus College Bachelor of Arts in Sociology Cum Laude; Honors Program; New Haven Promise Scholar	May 2017
Greater New Haven Chamber of Commerce Leadership Greater New Haven Graduate	March 2022
The Community Foundation for Greater New Haven UConn School of Public Policy Nonprofit Management Program for Emerging Leaders of Color	May 2024

WORK EXPERIENCE

Yale University, Yale Law School New Haven, CT Senior Administrative Assistant ● Oversee, instruct, and coordinate administrative, program, office and support staff activities, including the establishment, selection, implementation, and coordination of office procedures and systems ● Serve as principal source of information to students, staff, and faculty on policies, procedures, programs, and office activities ● Oversee the preparation of materials for grants, contracts and budgets; monitor expenditures and reconcile financial statements ● Provide editorial support (proofreads and editing for grammatical and factual accuracy) for a journal/publication and tracks copy through various editing and production stages, including communication with authors, printers, and others concerned with published work ● Determine administrative, facility, and equipment needs for symposia, lectures, seminars, and conferences, including the assembly and arranging of necessary items ● Determine data sources; compile, synthesize and manipulate data; summarizes findings and write reports or portions of reports ● Compose substantive correspondence and written material; Review outgoing material for completeness, dates, and signatures ● Coordinate travel arrangements, schedules, meetings and appointments ● Orders and maintains inventory of supplies as well as other administrative duties (greeting; screening telephone calls, emails and mail; aiding with requests)	May 2024 – Current
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Music Haven, New Haven, CT

() New Haven Promise was not its own nonprofit until early 2016; prior to that the Community Foundation for Greater New Haven served as its fiduciary.*

Project Manager**March 2024 – May 2024**

- Execute a website report and provided at least 7 crucial updates to ensure ADA compliance
- Work collaboratively with the Executive Director to determine space conversion needs to accommodate additional musicians and students within the existing site and potential new sites' visits
- Research and visit potential venues with a capacity of at least 150 within the city lines for up to 50 classical music concerts a year
- Research and connect with at least 3 local shuttle retailers to determine costs for acquiring a shuttle
- Obtain quotes and research feasibility of contracting shuttle vendors to transport up to 12 students 3 times a week

New Haven Promise*, New Haven, CT**Director, FAFSA CT****September 2019 – December 2023**

- Collaborated on and led over 15 virtual FAFSA (Free Application for Federal Student Aid) and AACTUS (Aid Application for CT Undocumented Students) workshops – in English and Spanish – for over 600 high school seniors across the state over the course of 5 months
- Developed and assisted with the creation of over 50 FAFSA in-person and virtual workshops
- Assisted with periodic marketing communication and recruitment for the FAFSA initiatives annually
- Partnered with the CT State Department of Education, CT Association of Financial Aid Administrators, the CT Conference of Independent College and over 10 public and private in-state post-secondary institutions to support the launch of the Connecticut College Bound (#CTCollegeBound) initiative which led to a two-year contract with the CT State Department of Education and the launch of FAFSACT.org, a state-wide initiative to prepare and assist college-bound seniors with college financials
- Managed and tracked the registration of over 500 high school seniors, imported data into FilemakerPro and created reports using Microsoft Excel
- Managed and updated the FAFSACT.org website with current state-wide college-access and college affordability events and resources for college-bound students
- Vetted and identified financial resources to share with college-bound and current college students

Program Manager (K-12)**June 2017 – December 2023****Program Assistant****December 2013 – May 2017**

- Co-led program engagement presentations in person and virtually with audiences of up to 1,000 through visual, written and oral communication using Microsoft, YouTube and Kahoot!
- Developed effective processes and directed complex logistical functions for events of 50 to 3,000 guests
- Managed the recruitment of 15-45 volunteers for internal and external events and activities
- Developed effective processes for outreach and activities that can be used in the New Haven Public and Charter Schools and other educational institutions leading to a minimum 97% goal in applicants every season
- Effectively communicated with at least 60 organizations and business partners to create annual programs and employment opportunities for at least 200 program participants

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- Successfully co-led and collaborated with Yale University Human Resources on at least twelve professional development and resume workshops per year for over 100 participants per year
- Assisted with the recruitment of a minimum of 200 recipients for our annual Internship, Jobs and Career Fair
- Sourced at least 150 constituents for paid summer internships, temporary roles or full-time positions at Yale University, Yale New Haven Health, the City of New Haven and other organizations
- Mediated the hiring of over 100 college students and college graduates per year through direct communication with HR Specialists/Recruiters or Supervisors
- Led the effort to support up to 150 recipients in need of improvement to retain their scholarships through Wufoo, Excel, calls, emails and FileMaker Pro
- Created a peer connection program, Promise Connection, to increase course completion rates to 100% each semester for recipients who didn't meet this criteria
- Translated essential marketing materials from English to Spanish to reach Latino/Hispanic audiences

Administrative Assistant/Office Manager

August 2015 – December 2023

- Supported new staff members, fellows and interns in their transition by introducing them to our database, phone systems, other office procedures and providing techniques to increase productivity
- Managed the busy schedule of the President and coordinated communications via phone and email as well as support with basic travel arrangements while performing general office administration duties
- Assisted with and contributed to internal communication for the management board
- Implemented and maintained organization and ease of document access by taking memos and maintaining 20+ digital files and organizing over 200 document
- Provided data reports for numerous proposals, board meetings, and assist with the drafting of letters of support for partnerships and in support of funding for partner high schools and community partners, including local colleges and universities
- Screened an average of 50 incoming calls and emails in English and Spanish per day and acted as the main point of contact in the reception area
- Reconciled and checked for discrepancies on the organization's purchasing account holding up to \$9,000 monthly until the successful transition of an Associate Manager
- Monitored office supplies and ordered new stationery, giveaway items, and appliances as required
- Organized office and appliance maintenance as needed to ensure smooth day-to-day operations