

NANCY CAMACHO

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EDUCATION

DISCOVERY PARTNERS INSTITUTE, Chicago, IL February 2023- Present

- Full Stack Software Development Apprenticeship
- Ruby on Rails, HTML, CSS, Data-modeling

UNIVERSITY OF ILLINOIS AT CHICAGO, Chicago, IL May 2019 **B.A., Economics**

- Minors (English, Public Policy - education policy concentration)
- Presidential Award Scholarship Recipient (2015-2019)
- Dean's List (2015 – 2016)

EXPERIENCE

GUARANTEED RATE COMPANIES, Chicago, IL November 2020-February 2022

Divisional Support Coordinator, Corporate GRI

- Created and implemented operational systems from scratch to improve communication across 400+ people after a 500% increase in new hires
- Generated 2 daily excel reports of sensitive data involving the company's entire Midwest region of transactions to prepare updates on at-risk out-of-code loans and to track developing operational trends
- Improved operational efficiency by 50% through an overhaul of time-off, bonus, timesheet, and loan reporting processes

MIDWEST LATINO HEALTH, RESEARCH, TRAINING AND POLICY CENTER, Chicago, IL November 2018-March 2020

General Office Assistant

- Overhauled, cleaned, and maintained 7 sensitive Excel datasets that were 3 months behind to improve research method processes
- Mapped volunteer and employee progress throughout 7 programs
- Interviewed and vetted potential volunteers in Spanish and English for diabetes and AIDS research, speaking with about 10 people a week

CITY OF CHICAGO MAYOR'S OFFICE, Office of Rahm Emanuel Chicago, IL May 2018- November 2018

Intern, Office of Operations

- Facilitated city initiatives on behalf of the mayor's office to over 30 city departments in a transition year
- Streamlined departmental communication through individualized template creation for the weekly updates to the mayor
- Tracked policies going through City Hall while researching and analyzing policy proposals in other municipalities

STEVEN SALK & ASSOCIATES, Chicago, IL January 2017 – August 2017

File Clerk and Paralegal Assistant

- Assisted with document production and trial preparation for a worker's compensation and personal injury law firm
- Drafted and submitted legal memoranda, subpoenas, and client correspondence
- Interviewed Spanish-speaking clients for case intake

LEADERSHIP AND HONORS

- **Co-Chair, Housing Opportunities for Women** (2020-present): Leading/Delegating to associate board members in planning events, working directly in collaboration with the board of directors, corporate sponsors, donors and vendors; Planned/executed and spearheaded several fundraisers throughout the year generating over \$125,000 in donations.
- **Congressional Intern, Office of Congresswoman Tammy Duckworth** (2016): Managed sensitive cases and legislative concerns with more than 50 constituents a day in a high-pressure election year; Developed workshop materials for federal grant workshops and facilitated scheduling with more than 30 nonprofits

ADDITIONAL

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint, Teams), STATA, MailChimp, Encompass, G-Suite, Slack, Tableau
- **Languages:** Spanish (fluent), French (beginner), English (fluent)