

# DIEGO SANCHEZ

DIVERSITY & INCLUSION PROGRAM LEADERSHIP

📍 Memphis, Tennessee

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## DIVERSITY, EQUITY, AND INCLUSION (DE&I) SPECIALIST: Program Manager / Coordinator / Consultant

Dedicated to opening opportunities for under-represented populations, breaking down barriers, and acting as an agent of change. Empathetic communicator and passionate advocate for the marginalized with deep understanding of other cultures. Fluent in Spanish.

### CORE CAPABILITIES:

DEI Strategy | Racial Justice | Thoughtful Communications | Project Management | Organizational Policies | Program Development  
Community Engagement | Best Practices | Curriculum Design | Partnership Development | Executive Leadership Communications  
Sensitive Information Management | E-Learning Experiences | Hiring & Recruiting | Performance Evaluations | MS Office

## CREDENTIALS / EDUCATION / ORGANIZATIONS

**Certifications:** Diversity & Inclusion (D&I) Certification – Cornell University, 06/2021  
Certified Diversity Professional – The Society of Diversity, 06/2021  
Diversity & Inclusion in the Workplace – University of Memphis, 02/2021  
Certified Translation Professional – Global Translation Institute, 09/2015

**Education:** Graduate Certificate, Latin American and Latino Studies, University of Memphis, 05/2018  
Master of Arts (MA), Spanish Language and Culture, University of Memphis, 05/2009  
*Tutored at the Campus Learning Center / Volunteered at Memphis Learning Center*  
Bachelor of Arts (BA), Spanish Language and Culture, University of Memphis, 05/2007

**Organizations:** Society for Diversity, 09/2021 to Present  
American Translators Association, 03/2006 to Present

## PROFESSIONAL EXPERIENCE

**Spanish Teacher, Saint Joseph High School, Memphis, Tennessee** 08/2010 to Present

Teach Spanish language classes for an average of 20-25 students per classroom. Deliver remote lesson plans in virtual classrooms through Schoology and Zoom. Work diligently to foster educational atmosphere that is inviting and inclusive to everyone.

**DIVERSITY INCLUDES YOU CLUB:** Took over this dormant club of 5-6 students and grew it into an impactful organization of 100+ students and faculty members. Orchestrated highly attended Zoom events and weekly meetings. Obtained incredible guest speakers through community connections and personal networking; inspiring speakers included Representative John W. Boyd, activist Joy Leonard, university professors, non-profit directors, and business leaders. Partnered with local school to open access to additional speakers and Black Student Union. Planned and executed the school's first ever Diversity Week.

**DIVERSITY COMMITTEE:** Formed committee in 2020 with the mission to drive positive cultural change while making the school a more inclusive environment. Influenced hiring practices and recommended processes to improve retention of future faculty. Instituted DE&I programming across curricula through collaboration among teachers.

- Convinced school administrator to change discriminatory hairstyle policy and language requirements.
- Attracted potential LatinX students for recruiting purposes while attending local education fair in the Hispanic market.
- Trusted to assist with hiring decisions within the Spanish Department.
- Won TS Borders Emerging Educational Leader Award in 2016.
- Received numerous thank-you notes from grateful/marginalized students for cultivating empathic and inclusive environment.
- Attended E3 Master Educator Seminar for DEI in education. Presented learned topics at Saint Joseph.

**Freelance Certified Translator, Diego Translation Services, Memphis, Tennessee** 09/2008 to 12/2018

Translated variety of materials from Spanish to English, including marketing collateral, advertisements, employee manuals, business presentations, community resources, educational tools, legal documents, and training materials. Used SDL Trados translation software.

**MEMPHISCONNECT:** Translated 50,000 words for Community House while developing mobile/web app for locals in distress. Completed project 3 months earlier than expected, in time for public launch. Provided Spanish voice-over for promotional video.

**Business Manager, Aquatic Supplies, Memphis, Tennessee** 01/2008 to 07/2010

Recruited, interviewed, hired, and managed 11 employees at this retail store. Maintained company website and social media presence.

**Past Success:** Spanish Lecturer, Memphis University 09/2007 to 12/2007  
Spanish Translator, ACME Publishing / Spanish Yellow Pages 05/2005 to 08/2007

## Résumé Strategy

This client was a high school teacher who taught Spanish at a primarily white Catholic school that was suffering from some racial bias issues. Moved by the protests of 2020 and his own encounters with racial bias and injustice, he wanted to transition into a diversity and inclusion role.

I created a flexible and easy-to-edit headline, since the jobs he was applying to had a wide variety of names. Some companies call this diversity and inclusion (D&I), some call it diversity, equity, and inclusion (DEI), and some even call this diversity, equity, inclusion, and justice (DEIJ). For this reason, I sprinkled several of these initials throughout the résumé. The target job titles were also quite varied, so I informed the client he would have to tweak the headline as needed while applying to different roles.

I followed this up with a Core Capabilities section that highlighted the top key phrases these jobs were scanning for. This helped to further showcase the most relevant client skills, which are bolstered by experiences that are mentioned throughout the résumé. I designed this section to enable the client to quickly swap out keywords as needed to better align the résumé to unique opportunities.

His introduction is immediately followed by the relevant credentials he obtained very recently as a Certified Diversity Professional. It was important to immediately spotlight his D&I certification from Cornell University.

When it came to his professional experience, I wanted to downplay some of his daily routine work which would not be as relevant to many of his targeted positions. While a lot of his targeted roles included a teaching component, I felt the fact that he has been a full-time teacher for the last 11 years pretty much fulfilled that requirement. Instead, I wanted the eye to be drawn to his unique diversity and inclusion initiatives, which included building an extremely popular and meaningful student club that attracted inspiring activists and D&I experts. I also wanted to highlight the faculty diversity committee he created.

To round out his candidacy, I developed achievement bullets that focused on a wide variety of common D&I topics, such as equitable hiring practices, discriminatory hairstyle policies, language bias, marginalized stakeholders, and presentation delivery.

Last but not least, I briefly showcased his past as a translator, focusing on a very impressive community project. This area is rich in keywords that are pretty important to many D&I roles, such as employee manuals, training materials, social media, and community resources.

This résumé was designed to be completely ATS friendly. The client's full street address and contact information are under his name in a color that matches the background banner. All headers and sub-headers are simply shapes or PNG images that are set behind the text. These elements – which are designed to be a nod to the client's passion for inclusion and diversity – disappear in ATS systems. When candidates apply for positions with a universally formatted PDF file such as this one, the name and contact information populates the online application boxes cleanly and easily.

The enclosed images show exactly how the header technique was employed.

