

Rafael Trujillo

Program Director

Community-focused program leader with 2 years of experience in nonprofit operations, budget analysis, and cross-functional coordination. Renegotiated vendor agreements and eliminated redundant supply contracts, saving \$29,170 annually, and increased net program revenue by \$33,400 by restructuring fee schedules and adding earned-income service lines.

CONTACT INFORMATION



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KEY SKILLS

- Trello
- Microsoft Excel
- QuickBooks
- 501(c)(3) Compliance
- Budget Analysis
- Program Evaluation
- Cost Reduction Strategy
- Stakeholder Reporting
- FLSA Requirements

PROFESSIONAL EXPERIENCE

2025 - Present

Program Director, Driftless Hills Community Partners, Baraboo, WI

- Reduced administrative costs by 15.6% in the first fiscal year by renegotiating 4 vendor agreements and eliminating 3 redundant supply contracts, saving \$29,170 annually.
- Delivered 4 program milestones by tracking deliverables in Trello and holding weekly progress reviews with a cross-functional team.
- Conferred with board members and department leads to review quarterly staff reports, recommending 11 policy adjustments that shortened approval cycles from 9 days to 4 days.
- Increased net program revenue by \$33,400 over 8 months by restructuring fee schedules and adding 2 earned-income service lines.

2024 - 2025

Program Coordinator, Kickapoo Valley Outreach Center, Viroqua, WI

- Analyzed monthly operations data in Microsoft Excel to identify \$8,750 in duplicated administrative expenses, presenting findings that led to a 12.8% cost reduction.
- Coordinated delivery of 3 community programs across 47 scheduled activities.
- Reviewed staff-submitted progress reports each week, flagging discrepancies and recommending changes that cut report revision time from 3.5 hours to 1.2 hours per cycle.

EDUCATION

BS, Public Administration

University of Wisconsin-Green Bay, Green Bay, WI | 2020 - 2024