

Aurora M. Sotográs Saldaña

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Highly skilled professional with exceptional strength in management and administration of complex organizational systems that contribute to the support and promotion of business growth. Strong critical thinking, negotiation, conflict mediation and problem-solving skills. Proven track record in effectively establishing successful projects, processes and policies.

SKILLS/EXPERTISE

Strategic Communications	Exempt and Non Exempt	Conflict Mediation
Organizational Development	Recruiting	Management of Privileged and Confidential matters
Project Management	Budget Management	Creative Solutions to Complex Problems
Policy and Procedure	Data Analysis and Reporting	
Development and Compliance	Mentoring and Training	

PROFESSIONAL EXPERIENCE

University of Puerto Rico – Río Piedras Campus June 1, 2018-Present
Acting Dean of Administration

Instituto de Estadísticas May – June 2018
Project Manager

Fundación Puertorriqueña de las Humanidades Feb. 2017 -April 2018
Director – Program Office (Regrants)

Directs the activities associated with grants and contracts. Reviews and analyzes the financial impact of sponsored research proposals involving contracts, grants and other agreements. Reviews grant proposals and identifies and resolves compliance issues related to sponsor requirements. Interprets pre-award and post-award sponsored guidelines. Analyzes changes in regulations and their effect on cost reimbursements and financial operations. Brings instances of non-compliance to the attention of the Executive Director. Provides Acts as a liaison with the National Endowment for the Humanities. Develops and prepares operational and statistical reports for management and regulatory agencies. Identifies and assists in resolving critical issues. Administers policies and procedures in accordance with state, federal and organizational guidelines. Hires, trains and supervises staff. Performs related responsibilities as required.

Department of Treasury, Commonwealth of Puerto Rico Nov.2013-Dec. 2016
Executive Assistant (Nov. 2013 – Dec. 2014)
Advisor and Principal Staff Officer (Jan 2015 – Dec 2016)

Advise and assist the Secretary and Undersecretary on the planning and project management. Responsible for the Department's Strategic Plan implementation and PROCIP Risk Assessment. Principal Manager for the: (1) Reorganizational Plan *Hacienda se Reinventa (Projects Portfolio)*; (2) Tax Reform System; (3) Customer Service Transformation Project and (4) Operational and Institutional Effectiveness Report. Responsible for establishing of the Department of Treasury: (1) Call Center: *Hacienda Responde*; (2) *Instituto de Capacitación y Desarrollo Profesional* (InCaDeP); (3) Reorganization of the Collection Department. In charge of supervising the Tax Revenue Cycle 2014. Provide technical support in the development of manuals, special reports and proposals.

Río Piedras Campus, University of Puerto Rico 2010-May 2013

Chancellor's Executive Assistant

Advised and assisted the Chancellor in the institution's evaluation, planning, development, coordination, implementation and assessment of programmatic, operational, strategic and highly specialized affairs. Extensive understanding of the organization, its objectives and its academic mission. Displayed insight, tact and diplomacy when dealing with diverse constituencies at all levels of the Río Piedras Campus, within the UPR system, and with external stakeholders. Oversaw and managed projects aligned with the campus strategic plan: University Vision 2016 and its operational component, *Trazos* 2011-2014. Helped implement and ensure compliance with institutional policies and bylaws. Provided technical support in the development of manuals, special reports and proposals. Managed recruiting processes and conducted interviews. Responsible for the logistics, coordination and oversight of various administrative reorganizations; and projects and initiatives such as: *Campus Peatonal*, Emergency and Continuing Operations. Active member of the institution's planning and budget committees.

Río Piedras Campus, University of Puerto Rico
Executive Secretary – Administrative Board

2002-May 2013

Ensured accurate and ample documentation to meet legal requirements and UPR bylaws and to support Administrative Board decisions. Kept records of meeting minutes, including their accuracy and certification; proposed policies and practices based on substantive research of current ones; submitted various reports to the Board; fulfilled any other requirements of the chancellor, as President of the Board. Performed other duties as needed and defined in the institutional bylaws.

Deanship of Graduate Studies and Research, UPR-RRP
Students Affairs Coordinator

Jan 2001-Dec 2001

Responsible for the planning and coordination of services and activities related to graduate students, including the program of academic assistantships. Advised on student cases at the appeal level.

Vice-presidency for Academic Affairs, UPR -Central Administration
Institutional Research Assistant

1998-2001

Responsible for institutional research related to academic programs, the teaching faculty profile, compliance with federal and state regulations that apply to student affairs and database development for accreditation.

EDUCATION

Juris Doctor, School of Law, UPR, 2004

Bachelor of Arts, Philosophy major, UPR-RRP, 1998

PROFESSIONAL DEVELOPMENT

Project Management Certificate (40 hours), Project Management Partners, 2016

Mediation and Conflict Management Certificate, DECEP, UPR, 2010

Curricular sequences on German as a second language, Bundes Republik Deutschland, Leipzig, 1998

LANGUAGE AND TECHNOLOGY PROFICIENCY

Bilingual, Spanish and English

Knowledge of French and German

Windows; MS Office Suite (Word, Excel, PowerPoint, Outlook, OneNote, Access, Lync), Kronos, Visio