

# **NINFA CANCEL**

**Detroit, MI 48216**

## **OBJECTIVE:**

Seeking a career opportunity within, Community Advocacy, Human Services, Management or Administrative Assistant

## **TECHNICAL SKILLS:**

Bilingual (English/Spanish); Excellent Written & Verbal Communication, Program and Staff Management,

Data Analysis, Job Development, Internet browsing and research, Microsoft Office (i.e. Word, Excel, Access,

## **PROFESSIONAL EXPERIENCE:**

### **MI Poder – Canvasser**

2024 – Present

Duties – Community outreach, coordinate events connecting with SW agencies, churches and businesses.

### **Goodfellows Organization**

Duties: Packaging Christmas boxes for youth

### **Department of Neighborhood –Mayor’s Office**

District 6 Deputy Manager –2013- 2019 Detroit MI 48209

General Duties-Resolve issues and concerns for residents in District 6 regarding blight: abandoned homes, illegal dumping.

Assist with side lot fairs for administration regarding logistics and community outreach. Attend community

meetings, events; block clubs assist with request of services for Detroit residents. Work with Detroit Land

Bank in locating properties within District 6 for auctions. Coordinate logistics for city wide initiatives for

Motor city makeover and Angel night, also serve as liaison to City departments for residents.

Various other duties as requested per administration

### **Community Access Center, Detroit MI 48209**

Manager SW Office- 2009 - 2013

General Duties-Manage office and two full time staff and one part-time, coordinate special initiatives for Mayor's office. Attend community meetings, events; block clubs assist with request of services for Detroit residents. Increase awareness of Mayors initiatives, programs and city services. Maintain database and increase block clubs, notary services, bus card, dog licenses.

**EDUCATION:** Diploma - Western International High School, Detroit, MI

**LICENSES:** Cosmetology License – Virginia Farrell, Lincoln Park

### **VOLUNTEER MEMBERSHIPS:**

#### **National Hispanic Police Officers Association**

Event committee – MANA de Detroit Chapter

Board Member - SWIDA (Southwest Improvement Detroit Association)

Community Activist in Southwest Detroit – Immigration, Economic Development, Voter Registration, Affirmative

Action, and Environmental Health

Mexican Patriotic Committee Chair Cinco de Mayo Parade

Board Member -Southwest Detroit Business Association

Fundraising Committee- Friends of Patton Park