

Saiwa Conejo

Seattle, WA | (206)402-2188 | saiwaconejo@gmail.com | [LinkedIn Profile](#) | [Portfolio](#)

Professional with 7+ years of experience in project planning, knowledge management, and strategic operations. Skilled in coordinating cross-functional initiatives, optimizing processes, and managing cross-cultural engagements. Strong in data analysis and communication, with a focus on detail and impact. Committed to advancing DEI. Proficient in Microsoft Office Suite and project management tools.

ACCOMPLISHMENTS

- Influenced stakeholders to grant an additional 80K to the Campus Events Board Program at the University of Washington Bothell campus for the first time ever by analyzing data & storytelling.
- Won the University's Event of the Year award for the [Sustainability Concert](#) for its impact on community engagement, new external partnerships and innovation.
- Managed a \$100,000 community research grant by overseeing research methods and DEI initiatives for three communities, resulting in improved data collection processes and alignment with equity-focused grant goals.
- Led community outreach with Spanish speaking small business communities, resulting in bilingual outreach strategies, enhanced research methods, and increased engagement by 100%.
- Co-founded the Pueblos Originarios Coalition, which enhanced community engagement and addressed the needs of South American Indigenous communities through research and events.
- Led a team to implement strategic process improvements, aligning key performance indicators with broader business objectives, resulting in an 80% increase in sales and top performer.

LEADERSHIP PRINCIPLES

Collaboration | Innovate & Simplify | DEI | Integrity | Continuous Learning

PROFESSIONAL WORK EXPERIENCE

Pueblos Originarios - Co-founder/Project Development Lead January 2020 - Current
Pueblos Originarios, Seattle, WA

Collaboration 25% | Coordination 25% | Knowledge Management 25% | Project Development 25%

- Participated in co-development workshops for a \$3 million EPA environmental grant, contributing to collaborative planning processes that strengthened project proposals & improved funding potential.
- Collaborate with team and external stakeholders on projects by attending community meetings, learning engagements & events, establishing a robust network with small business owners, BIPOC communities, Seattle nonprofits, and King County staff.
- Led knowledge management, consisting of newsletters, project plans, and a documentary for Spanish-speaking communities, ensuring effective & accessible communication across stakeholders.

Management Trainee January 2023 - Current
[Enterprise Mobile](#), Seattle, WA

Relationship Building 25% | Creative Problem Solving 25% | Process Improvement 25% | Planning 25%

- Utilized multilingual skills and cross-cultural expertise to foster strong client and B2B relationships through efficient communication, resulting in consistent client recommendations.
- Led a team to implement strategic & effective process improvements, aligning key performance indicators with broader business objectives, resulting in an 80% increase in sales.
- Facilitated business development meetings with key partners like Visit Seattle, identifying and exploring mutually beneficial opportunities, demonstrating strong partnership and outreach skills.
- Coordinated business operations, effectively managing multiple priorities simultaneously in a fast-paced, dynamic environment, and successfully ensuring the execution of strategic plans.

Indigenous Communities Project Manager, Public Health - Contract

January 2020 - June 2022

[King County](#), Seattle, WA

Project Management 25% | Analysis & Reporting 25% | Stakeholder Engagement 25% | Leadership 25%

- Managed a \$100,000 grant by managing scope planning and resource allocation for 3 different communities, resulting in improved financial oversight and operational efficiency aligned with program strategic goals.
- Led participatory research by developing research tools, roadmaps & capacity for data analysis, resulting in a 100% increase in community engagement and equitable data collection processes.
- Analyzed data & communicated findings and recommendations to King County and Spanish speaking communities with 100+ attendees, fostering community collaboration around key DEI initiatives.

Campus Events Board Chair

September 2016 - June 2019

[University of Washington](#), Bothell, WA

Project Management 25% | Partnership Building 25% | Team Management 25% | Influence 25%

- Managed resources and team workload effectively for 15-20 agile & waterfall events per year within budget and scope, and was awarded the University's Outstanding Event of the Year Award.
- Influenced stakeholders to add 80K to the Campus Events Board Program at the University of Washington Bothell campus for the first time ever through storytelling & presenting data.
- Mentored a team of 6 by onboarding and developing team; was re-hired to lead the next team due to enhancing team performance, aligning closely with organizational goals centering DEI.
- Represented the program at meetings with internal and external stakeholders, acting as liaison to plan 30 - 1,800+ person events, thus building strong relationships and expanding recurring partnerships by 100%.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Arts in Environmental Studies

Masters of Arts in Policy Studies, Focus: Public Policy, Environmental Justice Research

University of Washington, WA

Google Project Management Certificate, Coursera

ENVIRONMENTAL & ECONOMIC VIABILITY RESEARCH PUBLICATIONS

[A Blunt Stakeholder Analysis on Initiative 1631 and How it Failed at the Ballot](#)

[EcoDistrict Evaluation in Collaboration with the City of Bellevue](#)

[Investigating the Ability of Mushroom Mycelium to Reduce Fecal Coliform Bacteria Contamination in Surface Water](#)

AFFILIATIONS & VOLUNTEER

Original Peoples of Abya Yala - Coalition Co-founder

[PIRG](#) - Canvasser

[Washington Dream Coalition](#) - Bilingual Qualifying Specialist Volunteer for Undocumented Individuals

[Green Seattle Partnership](#) - Volunteer

Women in Environment (WIE)

CORE COMPETENCIES

Project Management | DEI | Strategic Planning | Written & Oral Communication | Data Analysis & Evaluation | Operations | Cultural Competency & Engagement | Critical Thinking | Program Management | Process Improvement | Coordination | Knowledge Management | Meeting Management | Community Engagement | Reporting | Critical Thinking | Decision-Making | Consultation | Leadership | Time Management | Strategic Thinking | Strategic Resource Utilization | Policy Research | Cross-cultural Collaboration | Community Research | Influence | Project Development | Cross-Functional Collaboration | Diplomacy | Detail Oriented | Organized | Complex Problem Solving | Relationship Management | Stakeholder Engagement | Agile Methodologies | Analytical | Spanish | Trello | Microsoft Office | Google Suite