

ELINOR ROSALES

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PROFESSIONAL SUMMARY

Dynamic Leader Blending Analytical Acumen with a Creative Mindset.

Community engagement leader with 12+ years of public-sector experience designing and delivering high-visibility outreach initiatives, educational conferences, large-scale events and public meetings. Proven ability to manage cross-functional teams, lead public-facing projects, develop messaging and materials, and serve as a trusted representative to diverse stakeholders. Extensive experience in government operations, public communications, project management, and contract oversight.

Core Competencies

Program Leadership | Relationship Building & Collaboration | Fostering Stakeholder Relations | Donor Cultivation |
Securing Sponsorships | Data Tracking & Reporting | Earned Income Strategies | Revenue Accountability
Community Engagement | Public Involvement | Public Meetings | Outreach Events | Staff & Volunteer Leadership
Public Presentations | Commission (Governing Board) Support | Project Management
Strategic Communications | Public Awareness Campaigns | Grant Writing | Contract, Vendor & Budget Management
Interagency Partnerships | Community Partnerships

PROFESSIONAL EXPERIENCE

Contract Manager 4

2025 - Present

Texas Commission on Environmental Quality, Austin, TX

Directed and coordinated all contract and grant activities for the leaking water wells grant program; ensuring compliance, performance monitoring, and corrective action when needed. Supported public program delivery through budget tracking, forecasting, and reporting. Led procurement-related meetings including kick-off meetings, evaluation scorings, and post-award conferences with internal teams and external partners. Collaborate with program leadership to ensure transparency, accountability, and effective communication with stakeholders.

Strategic Planning and Program Development: Developed a new, highly politicized, public facing grant program from the ground up.

Community Involvement: Led and coordinated workshops for stakeholders.

Data Tracking and Reporting: Managed the program budget; monitored encumbrances; issued grant awards; prepared annual reports for the Executive Director.

Project Manager

2023 - 2025

Texas Department of Agriculture

Planned and delivered statewide educational conferences and outreach initiatives reaching 1,000+ attendees and dozens of subject-matter experts. Served as a visible public-facing representative for agency initiatives, receiving strong feedback from senior leadership and participants. Oversaw all logistics for large-scale events including venues, A/V, catering, registration systems, exhibitor coordination, and staffing. Developed outreach exhibits for K-12 audiences at the State Fair of Texas, engaging 230,000+ visitors annually. Coordinated with vendors, contractors, and internal partners to ensure safety, accessibility, and positive public experience. Demonstrated strong problem-solving skills by addressing real-time issues during public events while maintaining program integrity.

Program Leadership: Led a cross-functional 7 member team, ensuring consistent messaging, quality control, and successful event execution.

Volunteer Leadership: Oversaw the work of 150 volunteers on site during TDA's MEGACON conference, and 55 volunteers off site at TDA's food and nutrition exhibit at the State Fair of Texas.

Community Partnerships: Collaborated with TDA experts, public speakers, Culinary Institute of Child Nutrition (CICN) and foodbanks across TX to build our specialized exhibitor hallway. Created opportunities like guided professional networking for executives and food bank directors. Sourced door prizes for my awards banquet from a dozen community stakeholders.

Revenue & Engagement Growth: Increased MEGACON attendee revenue by 20% Increased stakeholder engagement and registration by 20% in my first year.

Vendor Negotiation: Negotiated a \$30,000 decrease in catering costs.

Senior Events Planner

2018 - 2023

Texas Commission on Environmental Quality, Austin, TX

Planned, developed, and coordinated educational outreach workshops, seminars, and conferences. Led large public education conferences and public outreach initiatives. Coordinated the annual Texas Environmental Trade Fair & Conference (6,000 attendees and 550 exhibitors). Served as lead for classroom programming, expo, A/V, transit logistics (shuttle busses) and hotel partnerships. Drafted and sent all marketing messages and communications for every seminar, workshop, and conference. Prepared a marketing plan for each event. Included drafting content for bulletins/emails to our subscription list; social media posts for Twitter and Facebook; articles for The Advocate; postcards. Worked with Graphics to develop promotional images. Created, edited, and maintained public web pages. Prepared and managed contracts; monitors contract performance; took corrective action as appropriate. Balanced competing priorities while ensuring positive visitor experience and operational success. Prioritized and performed multiple, often competing tasks. See tceq.texas.gov/p2/events for a list of all events.

Educational Program Development: Planned and coordinated 13 educational tracks for ETFC hosted by 150 subject matter experts. Planned and coordinated 4 educational tracks hosted by 60 subject matter experts for the Autumn Environmental Conference and Expo. Created, developed and presented programming for workshops and orientations.

Public Outreach: Developed public communications, marketing plans, web pages, and social media content for a large subscriber audience. Increased subscriptions by 32%; participation grew from 17,000 to 21,600 subscribers.

Stakeholder Engagement: Gathered feedback from external stakeholders on continuing education needs for license holders. Coordinated with Division leadership and Agency Executives to curate and seek approval for a new classroom track based on that feedback.

Contract Management and Vendor Oversight: Managed facility, catering, A/V, hotel, parking, and security contracts; monitored performance and ensured compliance.

Budget Planning and Forecasting: Created and monitored event budgets. Ensured revenues exceeded expenses. Generated income from ETFC expo to cover all expenditures for 4 other events.

Commission Agenda Coordinator

2016 – 2018

Texas Commission on Environmental Quality, Austin, TX

Coordinated the Commission Agenda public meeting which was a low level legal proceeding. Ensured accurate documentation, legal compliance, and timely public posting of relevant filings and motions. Interpreted complex regulatory and legal materials and prepared clear, professional documentation for public and leadership review. Served as liaison between legal teams, executive leadership, and external entities. Maintained public webpages. Met Secretary of State legal requirements for posting of public notices. Transcribed the Commission meeting minutes and posted minutes for public transparency.

Commission (Governing Board) Support: Offered prompt, professional and courteous responses to executives. Prepared the 'Commissioner's Books' or binders that contained relevant public comments, emails and legal filings for every case heard at the Commissioner Agenda meetings. Prepared beverage service for Commission meetings. Collected and transported filings for Commissioners and General Counsel.

Public Meetings: Coordinated board rooms and public meeting rooms for Commission gatherings. Posted and promoted future meeting dates online and to a subscriber list. Prepared meeting rooms, ensuring cleanliness and accessibility. Timed public speakers according to rules and regulations.

Fostering Stakeholder Relations: Acted as an unbiased 3rd party for commission agenda meetings. Communicated agency rules and requirements to the public. Communicated relevant and necessary information to the Public Interest Counsel, General Counsel, the Executive Director and three Commissioners.

Public Involvement: Gathered public comments. Monitored procedural timeframes for public comment periods and filings.

EDUCATION

Bachelor of Arts (BA), Archaeology/Anthropology | University of Texas at Austin
Certified Texas Contract Manager (CTCM) | License No. 1900016719

COMMUNITY INVOLVEMENT

Lead Instructor, Youth Robotics Club | Spicewood Elementary

Coordinator, Adopt-A-Creek Cleanup | TCEQ

Member | Texas Association of Museums

Member | Austin Museum Partnership

Excavation & Collections Handling | U.T. Archaeological Field School