

OFELIA MONTELONGO

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www.ofeliamontelongo.com

AREAS OF STRENGTH

- **Additional Languages:**
French (Average) &
Spanish (Fluent - First
language)
 - Teaching
 - Creative Writing
 - Literature
 - Photography
 - Business/Entrepreneur
 - Translation
 - Administrative
 - Client Relations
 - Financial Analysis,
Reporting & Reconciling
 - Loan Administration
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PROFESSIONAL EXPERIENCE

- UNIVERSITY OF MARYLAND, COLLEGE PARK, MD Aug 2020 to Present
Lecturer
- CASA DE LA CULTURA EL SALVADOR, WASHINGTON, DC May 2020 to Present
Consultant and Artist Interviewer
- UNIVERSITY OF MARYLAND, COLLEGE PARK, MD Aug 2018 to Aug 2010
Graduate Student and Teacher Assistant.
- PHOENIX MAGAZINE, PHOENIX, AZ Oct 2016 to Present
Freelance Writer of the Arts & Culture and Food & Drink blog.
- SO SCOTTSDALE MAGAZINE, SCOTTSDALE, AZ Dec 2016 to Nov 2018
Freelance Writer of the Arts & Culture section.
- ARIZONA STATE UNIVERSITY Aug 2017 to Dec 2017
Teacher Assistant
- SPANISH CREATIVE WRITING INSTRUCTOR May 2017 to May 2018
- PHOENIX NEW TIMES, PHOENIX, AZ Jun 2016 to July 2017
Freelance Writer of the Arts & Culture and Food & Drink section.
- CHOCOLATE TOUR OF SCOTTSDALE, SCOTTSDALE, AZ Oct 2014 to Oct 2017
The Chocolate Tour of Scottsdale is a walking tour through the streets of downtown Scottsdale that visit chocolatiers and local shops. Best Walking Tour of Scottsdale 2014.
CEO/Founder/Owner
 - Manage the administration, including marketing and bookkeeping of the business.
 - Tour guide and liaison with chocolatiers and local shops.
- HISPALIA LANGUAGE CENTER, PHOENIX, AZ Jan 2017 to May 2017
Spanish Teacher in the K-12 level.
- SUPERSTITION REVIEW ONLINE MAGAZINE, TEMPE, AZ Jan 2016 to Dec 2016
Superstition Review is the online literary magazine produced by creative writing and web design students at Arizona State University.
Trainee - Spring 2016 & Editor-in-Chief Fall 2016
 - #ArtLitPhx Curator
 - Newsletter
 - Volunteerism and Recruitment
- GREEN LIVING AZ MAGAZINE, SCOTTSDALE, AZ May 2016 to Aug 2016
Summer Editorial Internship 2016
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CONCORD SERVICING CORPORATION, Scottsdale, AZ

Feb 2008 to Dec 2014

Well known as a premier third-party loan-servicing provider since 1988, we provide our clients with customized technology and loan servicing solutions to fit their needs. Concord has expanded the variety of asset classes we service to include many different types of consumer installment receivables and serving both domestic and international clients.

Portfolio Manager

- Work and manage parts of loan servicing department.
- Administer all portfolio administration for assigned lending teams including but not limited to the production of underwriting documents, reviews, periodic reports, and file entries.
- Assist in the management of the team's sales and service efforts to ensure retention and deepening of existing relationships and growth of new relationships.
- Responsible for maintaining high quality loans through the support of underwriting and portfolio administration functions.

ERNST & YOUNG, Hermosillo, Sonora, Mexico,

2004 to 2006

Financial Auditing

- Analyzed financial statements & identified and examined main risks in companies of different sectors.
- Created improvements in the internal and external controls of business operations.
- Completed yearly financial audits for clients, taking an in-depth look at financial statements.
- Created accurate financial audits and ensured all financial procedures are followed according to regulations.

EDUCATION & TRAINING

Education:

- M.A in Spanish - Latin American Literature, University of Maryland.
- BA in English (Creative Writing), Arizona State University, 2016.
- MBA, Speciality in Strategic Leadership, CEU Business School, Madrid, Spain, 2007.
- BA Finance & Accounting, ITESM, Sonora Norte Campus (TEC), Hermosillo, Sonora, 2004.

Other Education:

- Creative Writing Certificate. Scottsdale Community College. August 2013 - May 2015.
- London School of Economics, International Business Environment, July-August 2014.
- Business French, *Universite de la Sorbonne*, Paris, France, July 2011.
- Excelling as a Manager or Supervisor, *SkillPath Seminars*, June 2011.
- Effective Communication & Human Relations, *Dale Carnegie Course*, Phoenix, AZ, March - June 2010.
- Digital Photography, *Scottsdale Community College*, Scottsdale, AZ, September 2008.
- Proficiency English, *Harvard Summer School*, Cambridge, MA, US, June-August 2006.
- French Alliance Courses, 5th level, 2006.
- IÉSEG International Semester, (*Institut d'Économie Scientifique Et de Gestion*), Lille, France, January-May 2004.

PUBLICATIONS

- **Botones (Fiction) 2021** - [Washington Writers' Publishing House](#) - This Is What America Looks Like: The Washington Writers Publishing House Anthology – *Forthcoming*
- **Eduardo Wrapped in a Towel (Fiction)** – 2020 *The Lindenwood Review*
- **Five Guys (Fiction)** – 2019 *Latino Book Review*
- **Abuela (Fiction)** – 2019 *Rio Grande Review*
- **From Paris to Home (Fiction)** – 2018 *Ponder Review*
- **Shuttle to San Luis (Fiction)** – 2018 *The Acentos Review*
- **Balazos (Fiction)** - 2018 *Z Publishing*
- **Tarantulas (Fiction)** - 2018 *Insight II Four Chambers Press*
- **Unwanted Borders (Fiction) and Cucaracha Cheese (Non-Fiction)** - 2017 *Lux Undergraduate Creative Writing*
- **Lunares (Poetry)** – 2017 *Unsellable Inventories Series*

CONFERENCES PRESENTATIONS

- **2019 GRAPHSY, Georgetown University.** “La traducción de The House on Mango Street al español como un tercer texto entre la cultura chicana y la mexicana”
- **2019 The Limits of the Human, University of Pennsylvania.** “Lo post-humano y la relación entre humano-animal en los cuentos de Claudia Hernández De fronteras”
- **2018 NonfictionNOW Phoenix, Arizona** - Writing Bilingually
- **2018 NonfictionNOW Phoenix, Arizona** - Translating Chicano Literature
- **2017 NACCS Rocky Mountain Virtual Conference** – Future of Chican@/X Studies.

FELLOWSHIPS & GRANTS

- **2020 LASC Graduate Residency** – University of Maryland, MD

- **2019 PEN America New Voices Fellowship** – Emerging Writers Festival, Arlington, VA.
- **2019 Undiscovered Voices Fellowship** – Writer’s Center, Bethesda MD.
- **2017-2018 Foster Latin America Research Fellowship Endowment**
- **2017 ASU University Graduate Fellowship**
- 2017 Grant collaboration with Arizona Commission on the Arts. “[Historias del taller escritura creativa en español.](#)”

WORKSHOPS (AS AN INSTRUCTOR)

- Personajes con carácter- Taller impartido en español / [Characters with character at the Gaithersburg Book Festival](#) – June 2020
 - Escritura creativa a través de los sentidos – Creative writing through the senses – Masterclass at Tec de Monterrey, Campus Guadalajara – June 2020
 - Bilingual Creative Writing Workshop by the Latin American Studies Center at the University of Maryland – June 2020.
 - Writing Bilingually at The Writer’s Center – February 2020.
 - Taller de Literatura y Escritura Creativa – Junio 2019 organized by MXDC.
 - Creative Writing in Spanish at the Gaithersburg Book Festival – May 2019
 - Workshops in Spanish at Palabras Bilingual Bookstore 2017- 2018.
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AWARDS & VOLUNTEERISM

- **Associate Editor** – *Potomac Review* – 2018 to Present.
- **Family Services Inc. Volunteer** – April 2018 to Present.
- **Coordinator “Spanish and Portuguese Lecture Series”** – ASU Fall 2017
- **Part of the following committees:** literature conference, film festival and social committee – ASU Fall 2017.
- **Associate Editor** – *Four Chambers Press* 2017
- **Reader** - BAR Flies Bootcamp – January 2017
- **AWP** – Association of Writers & Writing Program attendee 2016 & 2017.
- **Blogger** at www.writingmyfirstnovel1.blogspot.com & <https://phxpublishingandbookpromotion.wordpress.com/category/ofelia-montelongo/>
- **Volunteer** at Desert Night, Rising Stars Writers Conference, 2015, 2016, and 2017.
- **Volunteer** at UMOM Read to Me, 2016.
- **Oral Cancer Walk/Run Awareness Photographer**, Scottsdale, AZ 2013 & 2014.
- **UNESCO International Volunteer**, *Tecpatán Project*, Chiapas, México, July 2010.
- **ISEA**, Program Instructor & Residence supervisor in TEC.
- **Cajeme 2020 (2003) and Casa Rosalva** (2006 & 2007)**, Voluntary collaboration. Cd. Obregon, Sonora.