
Interest in the Mendon Historical Preservation Commission

2 messages

Nadia Morales <[REDACTED]>
To: Joe Alati <[REDACTED]>

Sun, Dec 28, 2025 at 10:32 AM

Dear Supervisor-Elect Alati,

Congratulations on your upcoming term as Mendon Town Supervisor!

As a local resident and educator, I am writing to formally express my interest in serving on the **Historic Preservation Commission**.

My professional background in international diplomacy with the U.S. Department of State and my current role with the Fairport Central School District have provided me with a unique set of skills that I believe would be a significant asset to the commission's work:

- **Heritage Documentation and Cultural Stewardship:** My State Department training in cultural diplomacy and current work with immigrant communities has given me deep appreciation for how physical spaces preserve identity and community memory across generations.
- **Operational Oversight:** I have extensive experience creating Standard Operating Procedures (SOPs) and tracking systems to ensure government offices remain organized and compliant.
- **Grant & Financial Monitoring:** I developed grant reporting systems to ensure grantees met all narrative and financial requirements.
- **Public Outreach:** My work in Public Affairs involved designing educational programming and organizing cultural events to engage the community.

I am eager to apply my experience in standardization and community engagement to help preserve Mendon's historic character. I have attached my resume for your review and would welcome the opportunity to discuss how I can support your administration's goals for our town.

Thank you for the consideration,

Nadia A. Morales

 Nadia Morales Resume

joealati <[REDACTED]>
To: Joe Alati <[REDACTED]>

Sun, Dec 28, 2025 at 11:10 AM

[Quoted text hidden]

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Joe Alati
Town of Mendon Supervisor-Elect

NADIA A. MORALES



EDUCATION

ANA. G. MENDEZ UNIVERSITY SYSTEM, *Master of Arts: Teaching English Speakers of Other Languages*
UNIVERSITY OF PUERTO RICO-MAYAGUEZ CAMPUS, *Bachelor of Arts: English Literature*

WORK EXPERIENCE

Fairport Central School District
English as a New Language Teacher 10/2025-present

Key Accomplishments and Duties

- Collaborate with teachers to design lessons geared towards English Language Learner students.
- Co-teach with General Education teachers to ensure ELLs understanding and mastery of content specific material.
- Worked closely with teachers, coaches and administrators to ensure students progress in the ESOL Program.

U.S. EMBASSY PORT OF SPAIN, PUBLIC AFFAIRS SECTION

Public Affairs Associate/Chief of Staff 09/2023-03/2025

Key Accomplishments and Duties

- Engaged the Trinidad and Tobago community with educational programming on the Venezuelan crisis and refugee support.
- Established English Language Learning initiatives for Venezuelan refugee integration into local schools.
- Designed and implemented programming on the Secretary of State's Music Diplomacy Initiative.
- Developed a grant reporting monitoring system to advise grantees in advance of due dates of grant reports, guide the grantee's fulfillment of reporting requirements, and ensure compliance for deadlines, content, narrative, and financial reporting.
- Organized cultural, educational, and diplomatic events aligning with Mission ICS goals.
- Supported the 2023 College Fair and collaborated on Public Affairs Alumni Engagement efforts.
- Served as the Office Chief of Staff. Created various operational standards to ensure the office was on track with Front Office requests.
- Created an office wide tracking system to keep Public Affairs Officer and other

- personnel on track with tasks.
- Provided Spanish translation for Public Affairs outreach.
 - Set operational standards for the Fulbright Alumni Association and crafted an emergency action plan for current Fulbrighters.

U.S. DEPARTMENT OF STATE, OFFICE OF SUBNATIONAL DIPLOMACY
Program Specialist/ Executive Assistant 01/2023-09/2023

Key Accomplishments and Duties

- Manage all administrative functions for a 7-person office, including: time and attendance, travel arranger, on-boarding, and scheduler for the Special Representative and her Deputy.
- Created an Standard Operating Procedures to coordinate officer access to all Department systems while teleworking.
- Arranged meetings between the Special Representative and mayors and governors across the U.S. in preparation for the City Summit of the Americas.

U.S. DEPARTMENT OF STATE, International Organizations Office of United Nations Political Affairs
Program Specialist/Office Management Specialist 10/2019-01/2023

Key Accomplishments and Duties

- Manage all administrative functions for a 15-person office, including: time and attendance, travel arranger, scheduler for the director and deputy, on-boarding, and visitor escorts.
- Moderator for Virtual Monthly Roundtable discussions with the Department of State and other International Interlocutors .
- Creator and formatter for all of UNP's cable metadata shells for release.
- Final editor prior to submitting all office paper to the Front Office via OnePaper.
- Main drafter of the UN Security Council Week Ahead Meeting Summary Email, which gets distributed each week to different Regional Bureaus Offices and Department of State Leadership.
- Supported the office during the coordination of the 2020-2022 UN General Assembly High Level Week.
- Panel Member for our all office interviews.
- Project lead for the 2022 and 2023 office travel budget.
- Updated all office documents including regional, desk, and UN Security Council post spreadsheets, and a 100-page Office Welcome Binder.
- Coordinated all IT training and officer needs prior to telework.
- Created an Standard Operating Procedures to coordinate officer access to all Department systems while teleworking.
- Successfully onboarded seventeen new officers while at 100% telework, including three

officers returning from extended leave. Updated the on-boarding system to ensure everyone got the same, latest information.

- Created a Virtual Binder for the Director and Deputy Director to provide the latest candidate information for interviews.
- Supported the office during UN Security Council technical and policy consultation logistics (meeting spaces, staging, VIP requests etc.).
- Assisted the International Organizations Front Office as a Staff Assistant.
- Coordinator for various UN Security Council member events.

U.S. EMBASSY RIGA, POLITICAL-ECONOMIC Office
Administrative Assistant 06/2018-06/2019

Key Accomplishments and Duties

- Control officer for the Latvia Desk visit to Riga. Created and ran his schedule for his visit.
- Provided logistical support, including travel arrangements and internal meetings for all High-Level visitors.
- Backup for Ambassador and Deputy Chief of Mission's Office Manager Specialist.
- Created a complex and detailed multi-section travel spreadsheet, consisting of where and when each principal traveled, to coordinate and plan future travel for the Front Officer Leadership.
- Managed all action cable traffic and assigned each task to relevant officers. Created each cable shell and released each response.
- Coordinated all travel and meetings for the entire office.
- Responsible for all eCC, Ariba, reimbursement, and visit access requests.
- Travel arranger for the entire office and responsible for time and attendance.
- Scheduler for all internal/external meetings for the entire office.
- Coordinated and compiled the new Pol/Econ Chief's welcome packet.

U.S. CONSULATE GENERAL, MUMBAI, CONSULAR SECTION
Consular Assistant 11/2014-06/2016

Key Accomplishments and Duties

- Verified daily the biometrics of 600 to 1,000 Non Immigrant Visas and Immigrant Visas applicants.
- Created and implemented the DNA Collection Standard Operating Procedures for the Consular Section.
- Updated and implemented Non Immigrant Visas and Immigrant Visas Revocation Memos Standard Operating Procedures .
- Coordinated petition-based visa revocation memoranda for Consular Information System.
- Drafted visa revocation memos, scanned documents, updated cases (NIV and IV), and sent

revocation correspondence to applicants and the Visa office.

- Drafted DNA collection SOPs then supervised their immediate implementation.
- Supervised DNA collection for IV relationship verification, surrogacies, and American Citizens.
- Replied to all Congressional inquiries through the Consular Information Unit.
- Coordinated multiple team building exercises for Consular Leadership Day.
- Served as Medical First Responder on the Consulate General's First Responders team, extensive experience in crisis management, first aid, and teamwork.

FAIRFAX COUNTY PUBLIC SCHOOLS

English as a Second Language Teacher 08/2010-06/2014

CURRICULUM DEVELOPMENT

- Created Virginia Great Level Assessments for students.
- Created Curriculum for English as a Second Language Students.

TEAMWORK

- Collaborated with teachers to design lessons geared towards English Language Learner students.
- Co-taught with General and Special Education teachers to ensure ELLs understanding and mastery of content specific material.
- Worked closely with teachers and coaches to ensure students progress in the ESOL Program.

LANGUAGES

- Fluent in Spanish