

Patricia Cortes, MCJ, MPA

Adjunct Instructor

pcortes@utep.edu

Education

Master's of Criminal Justice (MCJ) & Master's of Public Administration (MPA), May 2020

The University of Colorado at Colorado Springs (UCCS)

Colorado Springs, CO

Bachelor of Arts – Criminal Justice, May 2013

The University of Texas at El Paso (UTEP)

El Paso, TX

- Concentration — Homeland Security
- Minor – Legal Reasoning
- Affiliations – National Society of Leadership & Success

Associate of Arts – Criminal Justice, May 2012

El Paso Community College (EPCC)

El Paso, TX

Professional Experience

University of Texas at El Paso (UTEP)

Adjunct Instructor, January 2023 – Present

Teaching university students criminal justice courses through online lectures. Providing students with course syllabus, engaging with them through weekly discussion, and grading assignments submitted.

Courses taught:

CRIJ 1301 Intro to Criminal Justice

CRIJ 3300 Applied Research Methods in Criminal Justice

Department of Homeland Security

U.S. Citizenship and Immigration Services (USCIS), Miami, FL

Asylum Officer II, February 2022 – December 2022

As an Asylum Officer II for the Department of Homeland Security, my responsibilities included, but were not limited to: adjudicate complex and highly sensitive asylum applications and other adjudications managed by the asylum program; conduct credible/reasonable fear screenings. Review applications and supporting evidence, conduct interviews, perform security checks, and research appropriate information provided by the Refugee, Asylum and International Operations Directorate, the Department of State, and other sources. Interpret and apply appropriate policy,

regulations, statutes, and precedent decisions to make eligibility determinations. Collaborate with interpreters and administer oaths.

TI Probation Services, Colorado Springs, CO

Probation Officer, September 2019 – September 2020

As a Probation Officer, my responsibilities included but were not limited to: supervise a caseload of over 220 felony and misdemeanor offenders. Gathering data from a variety of databases to provide the most current information related to a legal case. Gather routine information and providing assistance to individuals verbally or in writing. Conduct assessments with clients to evaluate needs and risks; recognizing the need for professional intervention and referring to appropriate services. Collaborate with treatment agencies to facilitate the offender's successful program completion. Set short-term and long-term goals for offenders. Analyze and prepare documents for supportive evidence of a legal case such as but not limited to: Complaint & Reports, Summons, Warrants, Memos to the Court, and Probation Extensions. Develop, organize, and maintain criminal file materials and files of research aids. Ensure victims understand the process involved and that data will be collected, reported, and maintained on cases. Collaborate with state and private attorneys, interpreters, and courtroom staff. Make verbal and written recommendations to the Court at revocation hearings. Train and provide guidance to interns. Attend meetings and trainings as required.

University of Colorado Springs at Colorado (UCCS), Colorado Springs, CO

Research Assistant (RA), August 2019 – December 2019

As a Research Assistant, my responsibilities included but were not limited to: worked directly with Associate Professor Hennrikka Weir of Criminal Justice. Transcribe audio interviews that were over one hour of victims of intimate partner violence for research purposes. Ensure all tasks given were completed.

Division of Adult Parole, Colorado Springs, CO

Intern, June 2019 – August 2019

As an Intern, my responsibilities included but were not limited to: under supervision, conducted office visits for offenders under regular parole directives, sex offender directives, and inmate status, as well as intake packets. Attended continuance hearings, interstate hearings, and parole board hearings. Assigned to reentry, conducted reentry services orientation, office visits, shelter visits, sober living homes visits, and Center for Employment Opportunities program referrals. Conducted administrative work as assigned and ensured all tasks were completed.

County Attorney's Office, Juvenile Department, El Paso, TX

Intern, August 2010 – May 2011

As an Intern, my responsibilities included but were not limited to: assisted legal secretaries in creating dockets and file by date/time for attorney. Under supervision, enter and retrieve

information using appropriate computer-based data system. Copy, print, file and performed other administrative duties that were assigned. Ensured all tasks given were done efficiently.

Volunteer

Our Lady of Fort Carson, Fort Carson, CO

Director of Social Media, January 2019 – September 2020

As a Director of Social Media, my responsibilities included but were not limited to: created and maintained social media platforms. Monitored and answered all incoming questions. Coordinated with Priests, Religious Education Coordinator, and volunteer groups to create flyers for events. Photograph, edit, and upload photos of events to social media. Set up equipment and record Sunday services to be streamed through social media. Attend monthly meetings to update Parish Council.

Our Lady of Fort Carson, Fort Carson, CO

Teacher Aide, October 2019 – February 2020

As a Teacher Aide, my responsibilities included but were not limited to: assisted with classroom of over 15 students. Due to COVID-19, helped teacher transition classes to virtual learning.

Our Lady of Fort Carson, Fort Carson, CO

CWOC-Director of Social Media, September 2018 – May 2019

As a CWOC Director of Social Media, my responsibilities included but were not limited to: photographed, edit, and upload photos of events. Created and maintain calendar of events. Coordinated with local vendors for monthly outing. Coordinated with Board Members for weekly gathering. Attended monthly meetings with Board to coordinate meetings and events.