

Celeste Tapia

COMMUNITY OUTREACH OFFICER

cele1110@gmail.com

941.536.6371

Meriden, CT

SUMMARY

Community Outreach Officer with a dynamic background as an Advisor, Educator, and a strong foundation in the nonprofit sector as a librarian. Over the past four years at CEDF, I've provided strategic guidance, financial education, and personalized support to small business owners, helping them navigate growth and sustainability. Experienced in developing and delivering business workshops, advising on loan readiness, and supporting marketing and operational strategies. Also a small business owner, bringing firsthand entrepreneurial insight to my advisory work. Bilingual, mission-driven, and passionate about economic empowerment and community development.

EDUCATION & TRAINING

Bachelor's in Communication Communication Studies
(2021–Present)
University of Rhode Island
Kingston, RI

Commercial Lending Course
(03/2026) | Center for Financial Training | Online

Credit Analysis Training Course
(10/2024) | Center for Financial Training | Bristol, CT

Certificate - Business Consultant
(08/2021)
USIDHR | Washington DC

EXPERIENCE

Community Outreach Officer | Manager, Bilingual Business Education | Community Economic Development Fund (07/2025–Present) Meriden, CT

- **Lending & Client Support:** Identify and connect with small businesses—especially within Hispanic communities—offering bilingual guidance through the loan process, from documentation to ongoing monitoring and site visits.
- **Business Advising & Coaching:** Support a portfolio of clients through one-on-one advising sessions, financial reviews, and business planning.
- **Educational Program Development:** Design and lead workshops like the Hands On series, manage online courses, and produce reports demonstrating impact.
- **Community Outreach & Engagement:** Represent CEDF at events and on committees, including the Hispanic Chamber of Commerce of Greater Bridgeport, to strengthen local partnerships and generate client referrals.

Business Relationship Coordinator | Business Advisor & Educator | Community Economic Development Fund
(05/2022–07/2025) Meriden, CT

Business Owner | Airbounce Amusements LLC
(2021–Present) Wallingford, CT

- Managed all aspects of business operations, including budgeting, payroll, inventory, and financial recordkeeping.
- Oversaw client relations from initial inquiries to finalizing purchase orders.
- Developed and executed social media marketing strategies.

Library Technology Certificate
Library And Information Science
(12/2020)
Three Rivers Community College
Norwich, CT

Certificate - Cross-Cultural Communicators In Libraries
(09/2019) New Haven, CT

EXCITE Transformation For Libraries BOOTCAMP
(7/2018) Middletown, CT

Bachelor's Degree in Librarianship
Library And Information Science
(12/2009) Universidad Nacional De Mar Del Plata | Argentina

Board Member | Hispanic Chamber of Commerce of Greater Bridgeport
(2024 – Present)

SKILLS

- Business Advising & Coaching
- Strategic Planning & Project Management
- Client Relationship Building
- Bilingual: Fluent in Spanish & English
- Workshop Development & Facilitation
- Financial Literacy Education
- Marketing Strategy & Social Media
- Microsoft Office & Google Workspace
- Adobe Creative Suite & Canva
- Website Design & Basic Development
- CRM & Database Management
- Critical Thinking & Problem Solving
- Team Building & Cross-functional Collaboration
- Reliable, Adaptable & Detail-Oriented
- Friendly and Culturally Competent Communicator

Library Technical Assistant
New Haven Free Public Library
(01/2018–05/2022) New Haven, CT

- Provided bilingual tech instruction and hands-on training to aspiring entrepreneurs and community members in the Tinker Lab, using tools like 3D printers, laser cutters, and digitization equipment.
- Designed and led maker programs and business-friendly workshops on creative technology, product prototyping, and digital skills.
- Maintained equipment, managed inventory, and contributed to program development, outreach strategy, and Spanish-language community engagement.
- Promoted services through outreach, marketing, and library tours—positioning Ives Squared as a resource hub for local small business innovation.

Business Owner | Corujo Property Care LLC
(10/2015–04/2024) Wallingford, CT

- Provided quotes, managed invoicing, and ensured top-tier customer service for residential roofing, landscaping, and home improvement projects.
- Oversaw day-to-day operations, including team coordination, vendor management, and compliance with local construction regulations.
- Maintained detailed financial records and implemented marketing strategies to grow client base and seasonal service demand.

Circulation Assistant | Wallingford Public Library
(08/2014–04/2018) Wallingford, CT

- Provided exceptional customer service, directing patrons to resources and assisting with material requests in person and by phone.
- Coordinated interlibrary loans and ensure smooth operations for library inventory and delicate collection.
- Collaborated with diverse teams to address challenges and enhance service delivery.

Store Manager | Alvin's Island
(04/2012–12/2013) New Smyrna Beach, FL

- Led team operations, delegating tasks based on individual strengths to maximize performance and efficiency.
- Managed inventory, pricing, and merchandising to ensure product availability and store organization.
- Focused on customer feedback to implement improvements and elevate the shopping experience.