



Mayor of Providence

Jorge O. Elorza

February 26, 2016

Honorable Members
Providence City Council
City Hall

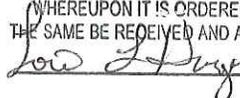
Dear Honorable Members:

Pursuant to Sections 302(b) and 701 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Diagneris Garcia of 16 Wallace Street, Providence, RI 02909, as a member of the Providence School Board for a term to expire on January 31, 2018, and respectfully submit the same for your approval. Ms. Garcia replaces Keith Oliveira who has resigned.

Sincerely,

Jorge O. Elorza
Mayor

IN CITY COUNCIL
APR 07 2016

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
 CLERK

SUMMARY of QUALIFICATIONS & SKILLS

Profile: Versatile and effective nonprofit professional with over a decade of experience providing capacity building and logistical support to individuals, families, organizations and communities in Rhode Island and Massachusetts within interdisciplinary and overlapping fields of which approximately 7 years have been dedicated to directly assisting students of all ages set goals, identify needs, navigate systems and access resources to ensure their progress and success.

Computer Proficiency: PC/Mac Microsoft Office - Word, Excel, Access, Outlook, PowerPoint, Publisher, Adobe; General Internet Applications - Search, E-mail, Social Media, Web Design and Content Writing

Languages: Fluent Spanish & English

EXPERIENCE

Administrative Coordinator, Department of Africana Studies at Brown University - Providence, RI 07/2014 - Present

- Executing day-to-day administrative, financial and operational processes for academic department in collaboration with managing staff and faculty in accordance with all university policies and procedures and utilizing university resources and technology (Google, Workday, 25Live, Facilities, Media, Dining) including:
 - ♦ Managing all department calendars and coordinating logistics for meetings, lectures, programs, commencement and other special events - researching and procuring custom requests (room reservations, catering, technology and other services as needed); arranging travel and following visiting protocol for official departmental visitors and guests; providing additional project management and general support to Rites and Reason Theatre performances and initiatives
 - ♦ Reconciling and processing financial transactions for reimbursement or payment of goods and services as well as collecting data and updating records for reports and statistics
 - ♦ Assisting with dissemination of all communications from the migration and maintenance of department website to drafting letters and creating flyers, brochures, playbills and other media for the consumption of graduate and undergraduate students, alumni, campus community, and friends
 - ♦ Serving as a primary point of contact and liaison for other offices, individuals, and external institutions or agencies

Program Coordinator, The RI Welcome Back Center at Dorcas International - Providence, RI 02/11 - 02/14

- Managed day-to-day operations, special projects and events for busy, dynamic office serving over 600 registered participants - immigrant professionals representing approximately 50 countries and a dozen languages:
 - ♦ Recruited and directed small support staff of part-time teachers, interns and volunteers
 - ♦ Provided professional services focused on increasing employability and tailored to meet needs and interests specific to target population: professional licensing orientation; career coaching and academic guidance on alternative pathways; referrals to and/or placement in opportunities for further professional development and training; direct assistance with acculturation to new employment search - resume and cover letter writing, application and interview process, state and federal labor laws, employer expectations, retention and benefits
 - ♦ Conducted community outreach, built mutually beneficial relationships and maintained ongoing communication between Center, Participants, Advisory Council Members, Community Partners and Funders
 - ♦ Revised and/or created program marketing material such as flyers, brochures, newsletters and annual report as well as maintained a current and relevant online presence via agency website and social media outlets

2010 Operations, United States Census Bureau - Providence, RI 12/08 - 09/10

- **Recruiting Assistant** - Promoted employment opportunities in all RI communities through direct contact, radio and internet marketing; scheduled and facilitated information / application sessions; contributed to the recruitment and processing of over 5,000 applicants during the first and 8,000 applicants during the second phase of selection, hiring and training
- **Address Canvassing Crew Leader Assistant** - Assisted with delivery of trainings, assignment of workload, collection / verification of payroll and supervision of production and quality of over 20 Census Enumerators during the AC operation within the city of Providence
- **Group Quarters Validation Enumerator** - Confirmed housing unit status of previously identified group quarters, such as long term care hospital facilities, homeless shelters, nursing homes and college dormitories during the GQV operation throughout the state of Rhode Island
- **Non-Response Follow Up Field Operations Supervisor** - Delivered trainings, assigned workload, collected / verified payroll and supervised the production and quality of 8 Crew Leaders and over 100 Census Enumerators during the NRFU operation throughout Central Falls and bordering Pawtucket area
- **Field Verification Crew Leader** - Delivered trainings, assigned workload, collected / verified payroll and supervised the production and quality of 12 Listers during the FV operation throughout Central Falls, Pawtucket, Providence, East Providence and North Providence

ADDITIONAL EMPLOYMENT HISTORY

- College Access Counselor**, The College Planning Center of RI - Warwick, RI 09/2015 - Present
- Provision of individualized, comprehensive support and guidance to high school, undergraduate and graduate students as well as their parents on traditional access to college - requirements, application, financial aid, acceptances/rejections
- Instructional Coordinator**, Exchange City at Education In Action - Providence, RI 07/08 - 06/09
- Preparation, facilitation and troubleshooting for national, hands-on economics, financial literacy and entrepreneurship program designed for visiting groups of up to 120 middle and high school students, teachers, chaperones and volunteers
- Youth Services Coordinator**, Project Impact at Family Resources Community Action - Woonsocket, RI 12/06 - 11/07
- Recruitment, intake, case management and operations for newly established GED / Employment and Training program serving up to 20 pregnant / parenting female youth, ages 16 - 18
- Site Manager**, Education Station at Educate, Inc. - Providence, RI 09/05 - 07/06
- On-site operations, communications and recruitment for a national, after-school tutoring program designed for elementary and middle school aged students funded through Title I / SES as implemented within several urban public school districts
- Education & Career Assessment Coordinator**, SummerWorks at ABCD - Boston, MA 05/05 - 09/05
- Development, implementation and documentation of educational component for summer internship program serving up to 1,000 Boston youth, ages 14 - 21, with a primary focus on instilling professionalism, resume writing and financial literacy
- High School Advisor**, College Crusade of Rhode Island - Providence, RI 10/03 - 04/05
- Identification, case management and coordination of academic support and college access services for up to 200 Crusaders per academic year enrolled in grades 9 thru 12 attending Classical High School and Textron Chamber of Commerce Academy
- Service Coordinator I.**, Early Intervention Program at Meeting Street - Providence, RI 06/02 - 08/03
- Intake, case management and coordination of therapeutic services for up to 30 developmentally delayed and/or disabled children, ages 0 - 3 years old; provision of additional supports to families with unique needs

SERVICE & LEADERSHIP

- Board Member**, STEAM [Science, Technology, Engineering, Arts & Math] Box - Providence, RI 06/13 - Present
- Advisory Group Member**, Annual College Day Conference: *Mapping Success: Are you on the right track?* 06/12 - Present
Latino College Access Coalition at the College Planning Center of Rhode Island - Warwick, RI
- Advisory Council Member**, RI Welcome Back Center at Dorcas International - Providence, RI 02/11 - 02/14
- Communications and Fund Development Committee Member**, Empowerment Scholarship 09/09 - 12/14
Chapter Member, Theta Beta Graduate & Professional Chapter of Providence, RI 06/02 - Present
Founder & Advisor, Chi Undergraduate Citywide Chapter of Boston, MA 04/01 - Present
@ Boston University, Tufts University, Brandeis University, Massachusetts Institute of Technology
Sigma Lambda Upsilon / Señoritas Latinas Unidas Sorority, Inc.

EDUCATION & PROFESSIONAL DEVELOPMENT

- Master in Science - Nonprofit Management (Expected Completion Date 12/2016)*
Graduate Certificate - Nonprofit Management (Expected Completion Date 4/2016)
Northeastern University: College of Professional Studies - Boston, MA
- The Psychology of Learning; Statistics in Modern Society; Grant Writing*
University of Rhode Island: Feinstein Campus for Continuing Education & Certification - Providence, RI
- Nonprofit Emerging Leaders Program*, The Rhode Island Foundation - Providence, RI
- BEST Training Initiative's Youth Worker Certificate*, Health Resources in Action - Boston, MA
- Bachelor of Arts - International Relations: Latin America / Regional Politics & Cultural Anthropology*
Boston University: College of General Studies / College of Arts & Sciences - Boston, MA
- Classical High School - Providence, RI