



Mayor of Providence

Jorge O. Elorza

January 16, 2015

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1105 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 Senior Advisor on Community Relations Grace Diaz as my designee on the Providence Community Library Board.

Sincerely,

A handwritten signature in dark ink, appearing to be "J. Elorza", with a long horizontal stroke extending to the right.

Jorge O. Elorza  
Mayor

IN CITY COUNCIL  
FEB 05 2015

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED.  
A handwritten signature in dark ink, appearing to be "L. Diaz", written over the text.  
CLERK

# GRACE DIAZ, BA, MA

43 Adelaide Avenue □ Providence □ Rhode Island 02907 □ 401 575-3641 □ repgracediaz@gmail.com

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## EXECUTIVE SUMMARY

Leadership | Integrity | Results

A proven leader with over ten years experience in organizational development and issue-based advocacy, Negotiations and executive decision-making.

- Effective Communications
  - Creative Problem Solving
  - Critical Decision Making
  - Coalition Building
  - Conflict-Resolution
  - Leadership and Development
  - Public Relations and Development
  - Program Development
  - Organizational Management
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## PROFESSIONAL EXPERIENCE

- Executive Director**, Hands on Diabetes and Wellness of RI 2013-Present
- Working with the minority community to decrease health disparities on issues around diabetes and chronic diseases by coaching participants to change life style
- Realtor**, Coldwell Banker Residential Brokerage 2011 \_ Present
- Facilitate Real State Transaction
- Consultant/Early Childhood Class Facilitator**, Ready to Learn, Providence, RI, 2008 – Present
- Taught courses in Reading Development and Early Literacy Curriculum
- Latino Outreach Community organizer**, Fall River Diabetes Association 2008 - 2010
- Responsible to educate the Latino Community around diabetes control and management
- State Representative**, Member of the RI General Assembly 2004 – Present
- Responsible to create law for the state of RI
- Community Health Educator**, Living Well Program, RI Dept. of Health 2004 – Present
- Educating people who have been diagnosed with Diabetes with strategies to control their illness
- Educational Campaign Organizer**, Providence Excellence Educational Campaign 2007
- Outreach to parents and information capture regarding their experiences with Providence school district
  - Stimulate dialogue among Latino community leaders and help them organize around education issues
  - Contact parents to assist in organizing Parent-Teacher Organizations in their neighborhoods.
- Family Child Care Provider, Entrepreneur**, Providence, RI 2002 - 2006
- Established the “Teddy Bears Under the Rainbow,” a licensed child care home business.
  - Managing business, supervising assistants and performing administrative tasks.
  - Won “Rising Star” business award in New England from the Center for Women and Enterprise in 2004.
- Community Living Specialist**, MHRH, RICLAS, Cranston, RI 1998 – 2004
- Provided general care and support for mentally and physically disabled patients
  - Administered medicine, encouraged autonomy and created innovative social activities.
- Institutional Attendant**, CNA, Rhode Island Veterans’ Home, Bristol, RI 1997 – 1998
- Administered general care for patients in this geriatric facility.
- Certified Nursing Assistant**, Hopkins Manor, North Providence, RI 1994 – 1997
- Provided patient care including daily living functions, hygiene needs and medical care.
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## EDUCATION

- Master's of Science, Organizational Management and Leadership** December 2010  
Springfield College, Massachusetts
- Bachelor's of Science, Human Services** December 2008  
Springfield College, Massachusetts
- Comprehensive Outreach Education Certificate** March- 2008  
Massachusetts Department of Health, Concentration in domestic violence, adolescent behavior and women's health issues.
- Diabetes Information and Referral Educational Certificate** June - 2002  
Rhode Island Department of Health
- Nursing Assistant Certificate** July - 1994  
Community College of Rhode Island