Mayor of Providence

Brett P. Smiley

August 29, 2025

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1102 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1-31 passed in 1987, I am this day appointing Tania Quezada of 55 Atlantic Ave, Providence, RI 02907, as a member of the Board of Licenses for a term to expire on January 17, 2026, and respectfully submit the same for your approval. Ms. Quezada will replace Mr. Conley's unexpired term whose resignation is effective October 1, 2025.

Sincerely,

Brett P. Smiley
Mayor

IN CITY COUNCIL
SEP 18 2025
READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
Ina L. Machiavelli CLERK

City Hall, 25 Dorrance Street, Providence, RI 02903
Phone (401) 421-2489 Fax (401) 274-8240

Tania M. Quezada | 55 Atlantic Avenue, Providence, RI 02907 | 401-465-5405
| tansan@verizon.net |

OBJECTIVE: A position in the field of Human Services/Administration where communication and facilitation skills are required. Working in an environment with proactive and team-style management, where advocacy is vital for a diverse population.

EDUCATION

Master of Science in Human Services, concentration in Organizational Management and Leadership, Springfield College, 2012
Bachelor's in Social Work, Rhode Island College, 2004

EXPERIENCE

Skills for Rhode Island's Future Small Business Resource Hub Senior Director **2023 - Present**

- Develop and implement informal and formal strategies to ensure Rhode Island's small businesses are successful during stages of development.
- Manage a team to counsel and assist aspiring small business entrepreneurs and existing businesses in developing business plans, conducting market research, and fulfilling financial, bonding, and insurance requirements. Work with relevant funds and resources to help small businesses secure loans.
- Coordinate and manage ongoing Professional Development training, which provides technical support and leadership development to ensure businesses develop the necessary skills and abilities to be successful.
- Coordinate organizational shared services for access by the W/MBE community; connect business owners to needed resources.
- Develop outreach efforts to build relationships and foster networking between business development organizations and the small business community.
- Ensure that all materials are translated into multiple languages and accessible through multiple systems.
- Develop connections and strategies to maintain effective programs to promote and facilitate W/MBE participation in public and private procurement activities.
- Develop and promote information on technical assistance, training, business opportunities, and offering opportunities in the state, municipalities, and private employers.
- Analyze MBE data and trends and make recommendations for the growth and development of the program to the state, municipalities, and private sector partners.

Education Development Center-Center for Early Learning Professionals,
Bilingual – Training and Technical Assistance Associate II **2020-2023**

- Help childcare programs and providers determine needs, develop objectives, identify funding, provide resources, implement strategies, and monitor progress made toward meeting the highest quality standards.
- Present ability to support the social and emotional development of children.

- Prepare, design, and implement a multi-phase plan for the delivery of research-driven professional development for directors and teachers with varying educational levels. In the early childhood education field.
- Establish the ability to support the social and emotional development of children.
- Models develop appropriate activities and positive behavior management techniques during daily visits with children and early childhood staff in regulated Family childcare homes.
- Prepare, design, and implement a multi-phase plan for the delivery of research-driven professional development for Family Childcare Providers.
- Facilitate professional development related to social and emotional development, Literacy class connections, Leadership, and other topic areas as needed •
- Work collaboratively with other technical assistance specialists and all other individuals providing technical assistance and training to Family Childcare Providers.
- Work collaboratively with licensing consultants, abuse and neglect consultants, early intervention specialists, community college educators, childcare health consultants, and health inspectors working with local childcare providers.
- Work cooperatively and effectively as a team member by communicating and contributing information continuously.
- Determine needs and disseminate approved grant-funded materials to childcare programs.
- Collect data on the availability and quality of childcare within the local area as specified by the TA manager.
- Attending all training courses and meetings required of technical assistance staff.
- Prepare and submit all required reports.
- Connect all technical assistance outcomes for the funded project. Participates in local, state, and agency-sponsored events or meetings.

Ready to Learn Providence, Roger Williams University, Investing in Innovation i3- Empowering Families project, Providence, Rhode Island, Director of Family and Community Partnerships
2014- 2020

- Managed the *Investing in Innovation* grant, including establishing and maintaining the partnership with Providence Schools, engaging and training facilitators, and establishing all the evaluation protocols necessary for the project's success.
- Provided supervision to 10 Mind in the Making staff, including conducting weekly meetings and one-to-one supervisions.
- Assisted with the planning and coordination of all the Mind in the Making courses held at 7 different Providence Public Schools.
- Ensured that all policies and procedures of the i3 grant were enforced.
- Developed rapport with community members/leaders to ensure that projects and programs target/benchmarks are being met.
- Created rapport and collaborated with several community organizations and agencies.
- Train the team to perform a community needs assessment.

- Coordinated, supervised, and managed all the recruitment processes for families, teachers, assistant teachers, and Providence Public School staff with the Family Ambassadors.
- Organized and reviewed purchase orders/invoices for the i3 grant, as well as ordered educational materials and other items as needed.
- Maintained daily and monthly business reports and expense reports.
- Managed subcontracts with certified facilitators for the Mind in the Making training facilitations.
- Supervised Family Ambassadors and Mind in the Making facilitators, including conducting facilitator meetings and establishing consistent standards for program delivery.
- Collaborated with evaluators from the Wellesley Centers for Women (Wellesley College) to ensure that the data collected conforms to their established standards. Arranged and conducted pre- and post-assessments required by the grant.
- Reviewed and approved all final completed program evaluations.
- Performed ongoing administrative responsibilities such as arranging staff meetings, communicating with guest speakers from the Providence Public Library, Options for Working Parents, and key R2LP partners.

Director of Family and Community Partnerships, Professional Development Program

2004 -2020

- Collaborated with educators and families by offering an array of Professional Development training courses based on best practices that focus on the social, emotional, and cognitive development of children.
- Provided technical support to the early educator community as needed.
- Collect and manage administrative forms and Professional Development data.
- Review of evaluation forms completed by participants attending professional development training courses.
- Bridged Professional Development opportunity to Family Childcare Providers.
- Worked collaboratively with licensing consultants, abuse and neglect consultants, early intervention specialists, community college educators, childcare health consultants, and health inspectors working with local childcare providers.
- Acted cooperatively and effectively as a team member by communicating and contributing information continuously.
- Determined needs and disseminated approved grant-funded materials to childcare programs.
- Collected data on the availability and quality of childcare within the local area as specified by the TA manager.
- Attended all training and meetings required of technical assistance staff.
- Represent the agency at local, state, or national conferences.
- Perform other tasks assigned by agency leadership.

Director of Family and Community Partnerships, Providence Talks, **2013-2014**

- Provided expertise in an initiative designed to close the "word gap" for children living in Providence.
- Coordinated training/class schedules and provided recruitment support for the Providence Talks training.
- Served as the primary outreach and recruitment personnel for this initiative, recruiting the hard-to-reach population in Providence.
- Maintained administrative forms, including downloading and reviewing LENA recorded information.

Community Connections:

Finance Committee Member for Saint Michael's Church since 2003
Arlington Reconstruction Development Committee Member
Back to School Celebration Committee Member from 2010- 2019
Health Symposium yearly conference, Chair
Liberian Association of Rhode Island Committee Member