



Mayor of Providence

Jorge O. Elorza

January 8, 2021

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 re-appointing Diagneris Garcia of 75 Homer Street, Providence, RI 02905, as a member of the Providence School Board for a term to expire on January 31, 2024, and respectfully submit the same for your approval.

Sincerely,

Jorge O. Elorza
Mayor

IN CITY COUNCIL
FEB 18 2021

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

SUMMARY

Versatile, effective coordinator and manager with over a decade of experience developing and implementing programs, services, events while providing capacity building support to individuals, families, organizations and communities within overlapping/ interdisciplinary fields of Health and Human Services, Education, Workforce Development, Community Development with special attention to matters around Equity, Diversity, Inclusion and demonstrated success working collaboratively to navigate systems, expand access to resources, adopt best practices in timely completion of goals and growing organizations.

SKILLS

Computer Proficiency in Windows/ MacOS: Microsoft Office/G Suite – Word/Docs, Excel/Spreadsheets, PowerPoint/Slides, Publisher, Forms; Adobe Creative Cloud; Communication and Collaboration Tools – Google, Skype, Zoom; Social Media Marketing Tools – Facebook, Instagram, Twitter, YouTube, LinkedIn; Specialized Software – Web Design/Content Writing, Data Collection and Management

Languages: Fluent Spanish and English

EDUCATION AND PROFESSIONAL DEVELOPMENT

Leadership Academy, Rhode Island Association of School Committees – Warwick, RI

Graduate Certificate (Conferred); Master of Science (Degree Candidate) – Nonprofit Management
Northeastern University College of Professional Studies – Boston, MA

Psychology of Learning; Statistics in Modern Society; Grant Writing
Univ. of Rhode Island – 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 and Cultural Anthropology
Boston University College of General Studies / College of Arts and Sciences – Boston, MA

EXPERIENCE

Academic Department Manager and Graduate Program Administrator 08/17 – 12/19
Administrative Coordinator; Communications and Outreach Coordinator 07/14 – 07/17

Department of Africana Studies/Rites and Reason Theatre, Brown University – Providence, RI
Promoted twice within five years resulting in expansion of role and responsibilities around management of administrative, operational and financial processes including curricular and co-curricular activities, events/programs and communications for academic department with theatre serving 12 regular faculty, up to 5 non-regular faculty, over 25 affiliate faculty, up to 50 undergraduate concentrators, 16 graduate students, visitors and community partners in collaboration with managing faculty and staff and in accordance with all University policies and procedures:

- Coordination of business and services between home department and other departments, centers, institutes, and University offices such as Dean of the Faculty, Dean of the College, Graduate School, Office of the Registrar, Human Resources, Controller's Office, Office of Sponsored Projects, Facilities Management, Campus Police, Dining Services, Media Services and others as needed
- Use of University technology – Google Suite, Workday, Banner, Cognos, Canvas, 25Live, BrownSites and others as needed
- Financial management of department instructional, project and theatre budgets including general operating, grants, awards, and special funds – monitoring and reconciling accounts; generating financial reports; monitoring and/or approving payroll for faculty, staff and students; evaluating requests and applications for support funding; preparation and processing of contracts, expense reports, and supplier invoices for payment of goods and services or reimbursement
- Administrative management of academic unit – faculty appointments, promotions/tenure reviews, reappointments and searches
- Administrative management of graduate program – recruitment, admissions, onboarding, records and data
- Management of all department calendars and coordination of logistics for meetings, lectures, programs, special events and commencement
- Coordination of arrangements for travel, hospitality and itinerary for department sponsored guests
- Collection and maintenance of data files for reports, statistics and department archives
- Hiring, training, supervision and performance appraisal of staff – full-time positions, part-time student assistants, temporary work staff
- Provision of additional project management support for theatre performances, faculty initiatives and student-led activities
- Creation/revision and dissemination of paper and web-based communications – letters, flyers, posters, brochures, programs, playbills, press releases
- Serve as primary point of contact / liaison for Brown affiliated students/alumni, faculty, staff and departments/centers as well as external institutions, agencies and members of the general public
- Co-Recipient, Brown BEAR Day 2016 Excellence Award for Leadership
- Staff Representative, Brown Arts Initiative (BAI) Grants Committee 2016/2017

College Access Counselor (Part-Time/Seasonal)

09/15 – 3/2016

The College Planning Center of Rhode Island – Warwick, RI

Provided individualized, comprehensive guidance and support to high school, undergraduate and graduate students as well as their parents on areas related to college access, including:

- Overview of recommended timelines, general requirements and deadlines
- Assistance with college admission (personal statement) and financial aid (FAFSA, CSS Profile) applications
- Ensuring understanding of and coaching through decision making on college/university acceptance and award letters
- Making referrals to relevant and timely resources (volunteerships, internships, scholarships), programs and events (workshops, fairs)

Program Coordinator

02/11 – 02/14

The RI Welcome Back Center at Dorcas International – Providence, RI

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 over a dozen languages:

SERVICE AND LEADERSHIP

04/16 – Present

Board Member, Policy Committee
Member, Providence Public Schools
School Board – Providence, RI

12/15 – 12/16

Member of the Board of Trustees,
Classical High School Alumni Association
– Providence, RI

06/13 – Present

Executive Board Member, STEAM
(Science, Technology, Engineering, Arts & Math) Box – Providence, RI

06/12 – 06/17

Advisory Group Member,
Annual College Day Conference: *Mapping Success: Are you on the right track?*
Latino College Access Coalition @
College Planning Center of Rhode Island –
Warwick, RI

02/11 – 02/14

Advisory Council Member,
RI Welcome Back Center @ Dorcas
International Institute – Providence, RI

04/01 – Present

Member, Sigma Lambda Upsilon/
Señoritas Latinas Unidas Sorority, Inc.
Committee Member (Communications,
Outreach, Fundraising and Selection),
Empowerment Scholarship (2009 – 2014)
Board Member, Theta Beta Graduate &
Professional Chapter of Providence, RI
(2002 – 2014)
Founder & Advisor, Chi Undergraduate
Citywide Chapter of Boston, MA
@ Boston University, Tufts University,
Brandeis University, Massachusetts
Institute of Technology (2001 – Present)

- Recruited, interviewed and managed small support staff of part-time teachers, tutors, mentors, interns and volunteers
- Provided professional services and instruction 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, and employer expectations
- Cultivated relationships through targeted community outreach and maintained ongoing communication with and between Center, Participants, Advisory Council Members, Community Partners, Industry 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 platforms
- Co-Recipient, Governor's Workforce Board's Annual Meeting 2012 Workforce Innovation Award
- Co-Recipient, Clinica Esperanza/Hope Clinic 2012 Community Partner Award

2010 Operations

12/08 – 09/10

United States Census Bureau – Providence, RI

- **Recruiting Assistant** – Promoted employment opportunities in all RI communities through direct contact, radio and email/social media marketing; scheduled and facilitated information / application sessions; contributed to the recruitment and processing of over 5,000 applicants during the first wave and 8,000 applicants during the second wave 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 RI
- **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

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 schools

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, including assistance with IEP