



Mayor of Providence

Jorge O. Elorza

January 4, 2018

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 16 Wallace Street, Providence, RI 02909, as a member of the Providence School Board for a term to expire on January 31, 2021, and respectfully submit the same for your approval.

Sincerely,

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

Jorge O. Elorza  
Mayor

IN CITY COUNCIL  
FEB 01 2018

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
A handwritten signature in blue ink, appearing to be "J. Elorza", with a long horizontal stroke extending to the right.  
CLERK

## SUMMARY of QUALIFICATIONS &amp; SKILLS

**Profile:** Versatile, effective and thoughtful nonprofit professional with over a decade of experience developing and coordinating programs, services and events while providing capacity building support to individuals, families, organizations and communities within interdisciplinary fields (Health and Human Services, Education, Workforce Development, Community Development, Social Justice) and demonstrated success working collaboratively to navigate systems, expand access to resources, and implement best practices in timely completion of goals.

**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; Specialized Software Applications

**Languages:** Fluent Spanish and English

## EXPERIENCE

**Academic Department Manager**, Department of Africana Studies/Rites & Reason Theatre, Brown Univ. – Providence, RI 07/14 – Pres.  
Responsible for day-to-day administrative, operational and financial 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, BrownSites, Facilities, Graphics, Media, Dining and others as needed) including:

- Managing all department calendars and coordinating logistics for meetings, lectures, programs, special events and commencement
- Arranging transportation, hospitality and itinerary for department sponsored guests
- Providing additional project management support for theatre performances, faculty initiatives and DUG-led activities
- Preparing and processing contracts, expense reports, and supplier invoices for payment of goods and services or reimbursement
- Collecting and updating data files for reports, statistics and department archives
- Creating/revising and disseminating paper and web-based communications – letters, flyers, brochures, programs, playbills, press releases
- Serving 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
- Training and supervision of student assistants and temporary work staff
- Co-Recipient, Brown BEAR Day 2016 Excellence Award for Leadership
- Staff Representative, BAI Grants Committee 2016/2017, 2017/2018

**College Access Counselor (Part-Time/Temporary)**, The College Planning Center of Rhode Island – Warwick, RI 09/15 – 3/2016  
Provided individualized, comprehensive guidance and support to high school, undergraduate and graduate students as well as their parents on all 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**, 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 over a dozen languages:

- Recruited, interviewed and managed small support staff of part-time teachers, tutors/mentors, interns and other 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 outlets
- 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**, 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 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 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, including assistance with IEP

## SERVICE & LEADERSHIP

- Board Member/Policy Committee Member**, Providence Public Schools School Board – Providence, RI 04/16 – Present
- Member of the Board of Trustees**, The Classical High School Alumni Association – Providence, RI 12/15 – 12/16
- Executive 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?* Latino College Access Coalition at the College Planning Center of Rhode Island – Warwick, RI 06/12 – Present
- Advisory Council Member**, RI Welcome Back Center at Dorcas International – Providence, RI 02/11 – 02/14
- Communications, Fundraising, Outreach and Selection Committee Member**, Empowerment Scholarship Member, Theta Beta Graduate & Professional Chapter of Providence, RI 09/09 – 12/14
- Founder & Advisor**, Chi Undergraduate Citywide Chapter of Boston, MA 06/02 – Present
- @ Boston University, Tufts University, Brandeis University, Massachusetts Institute of Technology 04/01 – Present
- Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc.

## EDUCATION & PROFESSIONAL DEVELOPMENT

- Graduate Certificate – Nonprofit Management (Conferred); Master of Science – Nonprofit Management (Degree Candidate)**  
**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 and 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 and Cultural Anthropology**  
**Boston University:** College of General Studies / College of Arts and Sciences – Boston, MA