**NOREEN J. SMITH**

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 **(410)340-9825** **nsmithpces@gmail.co****m**

**RELEVANT EXPERIENCE**

**August 2010-Present   Parent and Community Engagement Specialist**/**Independent Consultant**

**Highlight:** Assisted in the acquisition of partnerships and funding, program planning and coordination of Adult workshops and outreach efforts within Baltimore City and District of Columbia Public Schools resulting in a measurable increase of greater parent and community participation.

* Developed and maintained partnerships and useful resources
* Conducted needs assessments and pre and post evaluations
* Developed an Action Plan and Scope of Work to support the achievement of the School Improvement Plan or non-profit organizational goal.
* Collaborated with all stake holders to complete project goals.
* Produced quarterly reports

**August 2007-August 2010**

**SAFE Healing Foundation at the Lake Clifton Campus/ Community School Site Coordinator**

**Highlight:** Assisted in gathering and coordinating resources to create the first sustainable food growing green houses on a MD school campus. Further assisted with healthy eating and entrepreneurial youth program development and five year planning around project growth. Project received recognition by The White House, the World news and local media

Developed and maintained partnerships and resources

* Effectively communicated vision to all stakeholders
* Completed monthly and annual reports using Efforts To Outcomes (ETO) software
* Created and implemented strategies to assist multiple schools in reaching goals for attendance, school climate/safety and parent/community engagement
* Developed an Action Plan, Scope of Work and produced quarterly deliverables to support school efforts set forth by the Principal and School Improvement Plan
* Chaired, planned and coordinated monthly Family and Community Engagement Team Meetings

**SAFE Healing Foundation at the Lake Clifton Campus/ Baltimore Youth Apprenticeship Summer Program Coordinator (Simultaneous out of school time summer position 2009)**

**Highlight:** Recruited and graduated 120 underserved/at-risk participants from the BYAP summer program in one term.

* Designed and coordinated the program
* Recruited program participants from DJS and DSS populations
* Selected and scheduled program components
* Interviewed, trained and managed program volunteers and a staff of 12
* Implemented staff professional developments

**SAFE Healing Foundation Inc. at the Lake Clifton Campus/After School Program Coordinator (2005-2007 ended in promotion)**

**Highlight:** Assisted in the development and coordination of the school wide "Alive & Free" violence prevention program and conference.

* Designed, scheduled and coordinated program
* Managed program staff
* Recruited and retained program participants
* Attended monthly professional developments and conferences
* Completed monthly reports

**July 2001-June 2006  The Village Learning Place**

**Teen Program Coordinator/Youth Education and Outreach Associate**

**Highlight:** Secured funding, developed, coordinated and implemented "Sound-Off", an annual event educating youth and adults on the history of Hip-Hop culture.

* Planned, developed and implemented content rich programs
* Researched and pursued funding opportunities
* Recruited and managed program volunteers
* Recruited and retained program participants
* Created program evaluation tools

**EDUCATION**

**School:**  The University Of Delaware, Newark Delaware

**Major:**    Fashion Merchandising

**School:**   Mergenthaler Vocational Technical Senior High School, Baltimore, Maryland

**Major:**    Business Communication and General Studies

**ADDITIONAL PROFESSIONAL TRAINING**

Loyola College:                         Creating a community in the classroom

The Family Tree:                       Identifying and caring for abused children

Goucher University:                  H.I.P.P. Conflict Resolution training

**PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**