

**SUSAN SMITH**

115 Main Street, Waltham, MA 02454, [SSmith@gmail.com](mailto:SSmith@gmail.com); 617-555-1212

**YOUTH DEVELOPMENT PRACTITIONER**

**Program Management ♦ Curriculum Design ♦ Community Development**

**EDUCATION**

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*Degree Programs*

**Heller School for Social Policy and Management, Brandeis University**  
MBA, Concentration in Children, Youth and Families

*Waltham, MA  
Anticipated December 2011*

**Middlebury College**  
Bachelor of Arts Sociology/Anthropology Major, French Minor

*Middlebury, VT  
2007*

*International and Leadership Trainings*

**School for International Training**

*Dakar, Senegal, Spring 2006*

- Cultural immersion in Senegalese arts, French language and beginning Wolof language

**PEAR Leadership Institute**

*Dorchester, MA, Spring 2008*

- Resiliency, trauma, and mental health training for youth program practitioners to address the need for enhancement of program's youth development approach. (America SCORES professional development)

**YOUTH DEVELOPMENT & PROGRAM EXPERIENCE**

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**MA Promise Fellowship Board of Advisors**

*Boston, MA, January 2010-Present*

**Youth Voice Committee Co-Chair**

- Strategized development of committee tasked with creating goals and approaches for organization and fellows to expand 'youth voice' in program/organization decision-making
- Conceptualized and established new MPF youth board- currently planning inaugural signature event

**MetroLacrosse, General Manager**

*Dorchester, MA, Spring 2010*

- Directed youth development lacrosse teams offering safe and educational opportunities, including active lifestyle mentoring for 30+ inner city girls. (3<sup>rd</sup> – 8<sup>th</sup> grade participants)
- Provided expertise and guidance for coaches to improve ability to deal with youth development challenges
- Facilitated discussions with girls and coaches for integration of lessons learned on the field to their lives

**America SCORES New England**

*Dorchester, MA, 2007-2010*

**Middle School Education Coordinator (08-10); Americorps Massachusetts Promise Fellow (07-08)**

- Hired to lead middle school educational programming, reaching 300 students from 10 Boston Public Schools
- Led post-merger integration efforts of girls programming into SCORES core programming
- Restructured academic coaching program including designing recruitment/hiring processes, establishing communication systems and conducting formal and informal evaluations for 20 coaches placed at 10 schools.
- Co-wrote and implemented a new national middle school service learning curriculum
- Built stronger stakeholder partnerships (coaches, parents, students, schools) through development of new communication systems and strategies
- Successfully piloted Youth Leadership Team for select boys in SCORES programming to deepen their understanding of SCORES's core values of leadership teamwork and commitment
- Wrote Leadership Curriculum based on best practices and lessons learned from pilot leadership team programming

**ADDITIONAL HEALTH, FITNESS & SPORT EXPERIENCE**

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**Brandeis University, Certified Personal Trainer, Waltham, MA, September 2010- Present; Brookline Soccer Club, Skills Coach, Brookline, MA, Fall 2010; Town Sports International, Certified Personal Trainer, Allston, MA, March 2010-September 2010; Medford Youth Soccer Club, U-12 Girls Coach, Spring 2010**

# Mary Jones

33 Main Street, Apartment 4 • Waltham, MA 02454 • (617) 333-1234 • mjones@brandeis.edu

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**Public policy student committed to issues of social justice and poverty alleviation with a focus on housing and community development. Experience in the non-profit sector coordinating with outside partners and engaging low-income populations. Strong background in research, writing, development and fundraising, leadership, and recruitment.**

## **EDUCATION**

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### **The Heller School for Social Policy and Management, Brandeis University, Waltham, MA**

Masters of Public Policy in Social Policy, Poverty Alleviation Concentration, *Expected May 2012*

Heller School/AmeriCorps Alums National Service Full Tuition Scholarship Recipient

Relevant Coursework: Social Policy Analysis: Technique and Application; Assets and Social Policy; Historical and Contemporary Developments in Social Welfare; Race, Ethnicity and Gender in Public Policy;

### **Northwestern University, Evanston, IL**

Bachelor of Arts in Political Science and Economics, *June 2009*

Education Abroad: Makerere University/School for International Training Program in Development Studies, Kampala, Uganda, *Fall 2007*

## **EXPERIENCE**

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### **Lurie Institute for Disability Policy, The Heller School for Social Policy and Management, Waltham, MA, Research Assistant, January 2011-Present**

- Conducted and supported scholarly research on financial well-being of mothers of children with developmental disabilities
- Synthesized articles, books, reports, and government documents for literature review

### **Habitat for Humanity – MetroWest/Greater Worcester, Worcester, MA, Data Manager, August 2010-present**

- Oversaw selection of and transition to new database management software
- Led training of ten staff and volunteers on new system using self-designed curriculum and manual
- Coordinated data transfer and maintained new information to improve donor and volunteer relations

### **AmeriCorps VISTA, Volunteer and Construction Coordinator – Habitat for Humanity MetroWest/Greater Worcester, August 2009-August 2010**

- Researched and wrote land acquisition and development proposals submitted to local and state government agencies, leading to construction of four affordable housing units
- Secured \$8,500 in materials and financial donations through grant proposals and partnership-building
- Recruited volunteers and maintained records and communications for 5,000 organization contacts
- Scheduled and supervised all activity on Habitat volunteer sites, including oversight of 600 volunteers

### **Corporate Accountability International, Boston, MA, Development Intern, Summer 2008**

- Managed communication among campaign headquarters, branch offices, members, and allied organizations to develop goals and outreach strategy for three international campaigns
- Wrote and distributed member communications and responded to member queries
- Identified and researched potential donor individuals, organizations and foundations to grow membership base

## **PRESENTATIONS**

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- “A Decade of Universal Primary Education: Successes and Failures of the Ugandan UPE Program,” invited presentation, Program of African Studies 50<sup>th</sup> Anniversary Research Symposium, Northwestern University, May 2009
- “Evaluating the Centralized Educational System of Uganda Through the Lens of Community-run Primary Schools,” accepted presentation, Innovation in the Service of Human Dignity: Human Development Conference, University of Notre Dame, November 2008

## **RECENT LEADERSHIP ACTIVITIES**

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- **Heller School Masters of Public Policy Student Association, Secretary, 2010-present**
- **Heller School Racial Inequalities Working Group, Curriculum Diversity Committee Member, 2010-present**

## **SKILLS**

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- Foreign Language: conversational in Spanish; basic proficiency in Luganda
- Computer: proficient in Microsoft Office Suite, STATA, ArcGIS, DonorDirect, GiftWorks, Pagemaker.

- Dual MBA/MA with seven years experience in nonprofit management and international food and agriculture issues
- Results-oriented, analytical and detailed problem-solver; ability to bridge disciplines and marry data/financial management with excellent written communication skills

## **EDUCATION**

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**BRANDEIS, HELLER SCHOOL FOR SOCIAL POLICY & MANAGEMENT**, Waltham, MA 2011  
Candidate, MBA in Nonprofit Management/MA in Sustainable International Development  
Relevant Coursework: Planning and Implementation, Monitoring and Evaluation, Survey Design and Analysis, Statistics, Strategic Management, International Nutrition Programming, Project Appraisal in Developing Countries

**BATES COLLEGE**, Lewiston, ME 2004  
Bachelor of Arts, Political Science, *magna cum laude*  
Thesis: Reclaiming 'Empowerment': A Critique of the World Bank's Development Discourse

## **PROFESSIONAL EXPERIENCE**

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**OXFAM AMERICA: Rural Resiliency Initiative Intern, Private Sector Department**, Boston, MA 2011 – Present

- Create business plan for scale-up of Ethiopia HARITA microinsurance rural resiliency project with World Food Programme safety net infrastructure

**BRANDEIS, OFFICE OF GLOBAL AFFAIRS/GENESIS INSTITUTE: Department Associate** 2009 – Present

- Handle department web communications, including writing weekly e-newsletter (1,500+ subscribers)
- Designed and implemented website overhaul for the Brandeis-Genesis Institute for Russian Jewry

**BUILDON: Pro-bono Consultant**, Stamford, CT 2010

- Designed an impact evaluation for buildOn's afterschool youth empowerment and community service program
- Identified program outcomes and indicators, designed logic model/theory of change, and recommended evaluation tools in consultation with MBA Team, key buildOn leadership and youth participants

**OUTWARD BOUND: Scholarship Administrator**, Golden, CO 2009

- Monitored and allocated \$1.8 million in scholarship funding across 200+ individually earmarked funds and endowments
- Liaised between development and customer service departments to serve donors and scholarship students
- Developed processes to increase efficiency of weekly reports using Excel

**VOLUNTEER CONNECTION: AmeriCorps\*VISTA Development Coordinator**, Boulder, CO 2007 – 2008

- Initiated and implemented new donor database software to facilitate data collection, reporting and mailings
- Fundraised, coordinated and marketed for community volunteer day (600+ participants) and annual fundraiser
- Produced marketing/communication outreach materials including annual report, agency newsletter and appeal letter
- Increased total revenue by 44% of corporate sponsorships and grants over previous year

**HEIFER INTERNATIONAL, OVERLOOK FARM: Education Coordinator and Volunteer**, Rutland, MA 2006

- Supervised and trained volunteers to facilitate 10 distinct experiential global hunger and poverty/sustainable agriculture education programs for upwards of 100 youth participants per day
- Designed and piloted nutrition education programming based on strategic analysis of program's long-term objectives

**DALHOUSIE UNIVERSITY: Research Assistant**, Halifax, Nova Scotia 2005

- Analyzed and summarized legal submissions in WTO European Union genetically modified foods moratorium case

## **SKILLS & ACTIVITIES**

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Computer Skills: Microsoft Office (Excel, Word, PowerPoint); STATA; Constant Contact; Giftworks; HTML  
Student Leadership: Brandeis Graduate Student Association Senator; MBA Student Association; Admissions Ambassador

## Tom Jones

55 First St., Apt. 1, Waltham, MA 02454; (555) 222-1234; [tjones@gmail.com](mailto:tjones@gmail.com)

### PROFESSIONAL PROFILE

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- **Highly skilled in social science research, program evaluation, and policy analysis.** Experienced analyst of national data sets. Led evaluations of prisoner re-entry, housing programs.
- **Demonstrated success in fund raising and capacity building.** Secured \$1.5 million capital grant and ongoing funding for youth and workforce development programming.
- **Entrepreneurial thinker and catalyst for community initiatives.** Spearheaded development of first youth-run teen center in Utica, New York.

### EDUCATION

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**Brandeis University, Heller School for Social Policy and Management, Waltham, MA**

Master of Public Policy in Social Policy

May 2010

**Hamilton College, Clinton, NY** – Bachelor of Arts *summa cum laude*, Spanish/Economics

2004

### WORK EXPERIENCE

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**Eos Foundation, Boston, MA** – *Graduate Intern*

May - July 2009

- Led efforts to identify focus area for “Boston Rising,” a new \$10 million anti-poverty initiative
- Developed methodology, collected data, and presented research to stakeholders focusing on asset mapping, social capital indicators, and statistical need profiles in 8 high-poverty neighborhoods

**Social Science Associates, Utica, NY** – *Research Associate*

2006-2008

- Lead author, U.S. Dept. of Education evaluation of re-entry pilot program at Oneida County Jail
- Created tracking database and conducted analysis of local crime, recidivism, and cost data
- Designed and organized 2007 Oneida County HUD Homeless Census, including creation of survey instruments and coordination with participating service providers

**Johnson Park Center, Utica, NY** – *Grant Writer & Development Coordinator*

2006-2008

- Secured several federal, state, and local grants, including \$1.5 million for 8 new units of homeless supportive housing and yearly funding for five new full-time agency staff positions
- Oversaw comprehensive capacity building program, including creation of donor database and grants tracking system, corporate identity work, and IT systems development

**AmeriCorps\*VISTA, Utica, NY** – *Community Outreach Coordinator*

2004-2006

- Developed and led a Community Board in efforts to conduct a neighborhood youth risk/resource assessment based on the nationally recognized *Communities that Care* model
- Organized community residents and leaders and helped secure material and financial resources to open Utica's first youth-run center for arts, recreation, and civic engagement

### RESEARCH AND CONSULTING

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- Research on asset-building programs for ex-offenders to be published in Heller School journal
- Independent grant writer and consultant to several local small businesses

### FELLOWSHIPS

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- **Finalist, United States Presidential Management Fellows Program, 2010**
- **New Leaders' Council Fellow, Boston, MA, 2010** – Highly selective progressive leadership development program; advanced training in communications, fund raising, and political strategy
- **Sillerman Center for the Advancement of Philanthropy Fellow, Brandeis University, 2009**

### SKILLS AND COMPETENCIES

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- Experienced analyst of major national data sets (PSID, SCF, NLSY)
- Proficient with SPSS and Stata statistical analysis packages, MS Access database development

## Action Words

**Administrative Skills:** Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Prepared, Planned, Purchased, Supervised

**Communication Skills:** Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Recommended, Reconciled, Recruited, Rated, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke, Talked, Telephoned, Testified, Translated, Wrote

**Counseling/Helping Skills:** Accompanied, Adopted, Advocated, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Demonstrated, Devoted, Diagnosed, Disclosed, Educated, Effected, Enlarged, Ensured, Executed, Expanded, Expedited, Facilitated, Familiarized, Fortified, Guided, Helped, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Refined, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Set up, Shared, Suggested, Supplied

**Creative Skills:** Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

**Financial Skills:** Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Purchased, Researched, Sold, Spent

**Management Skills:** Administered, Allotted, Analyzed, Assigned, Attained, Broadened, Called for, Chaired, Changed, Consolidated, Contacted, Contracted, Consolidated, Coordinated, Decided, Defined, Delegated, Developed, Devised, Directed, Eliminated, Enforced, Established, Evaluated, Executed, Focused, Handled, Headed, Hired, Implemented, Improved, Incorporated, Increased, Instituted, Integrated, Judged, Led, Managed, Mediated, Mobilized, Motivated, Organized, Overhauled, Oversaw, Planned, Prioritized, Produced, Provided, Recommended, Regulated, Resolved, Restored, Reviewed, Scheduled, Screened, Scrutinized, Selected, Shaped, Solved, Sought Specialized, Strengthened, Structured, Supervised, Terminated, Verified

**Organizational Skills:** Analyzed, Applied, Approved, Arranged. Coordinated, Catalogued, Classified, Collected, Compiled, Dispatched. Developed, Expedited, Facilitated, Generated, Handled, Implemented. Initiated. Inspected. Monitored, Organized. Planned. Prepared, Processed, Purchased, Recorded. Retrieved, Screened. Specified. Systematized, Tabulated, Validated

**Research Skills:** Analyzed, Applied, Checked, Cited, Clarified, Collected, Compared, Critiqued, Deducted, Determined, Diagnosed, Discovered, Dissected, Estimated, Evaluated, Examined, Explored, Extracted, Forecasted, FOt11Ulated, Found, Gathered, Graphed, Identified, Inspected, Interpreted, Interviewed, Investigated, Isolated, Located, Observed, Predicted, Read, Researched, Reviewed, Studied, Summarized, Surveyed, Systematized

**Technical Skills:** Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extinguished, Fabricated, Installed, Made, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Spoke, Translated, Upgraded, Wrote

**Time Management Skills:** Administered, Developed, Directed, Generated, Improved, Initiated, Increased, Promoted, Reduced

**Training Skills:** Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Motivated, Persuaded, Presented, Stimulated

**Accomplishment:** Achieved, Became, Elected To, Established, Expanded, Improved, Pioneered, Reduced (losses), Resolved, Restored, Transformed

**Function/Task:** Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted, Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Kept, Memorized, Monitored, Operated, Organized, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Typed, Updated

**Type Of Experience:** Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied