

**Mairita A. Smiltars**  
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**Mairita@LMcAlpine.com**

- EDUCATION**
- University of Chicago School of Social Service Administration**  
*Master of Arts in Social Service Administration*  
Concentration: Management/Community Development  
Chicago, Illinois  
June 2004
- University of Michigan**  
*Bachelor of Arts with High Distinction*  
Ann Arbor, Michigan  
April 2002
- RELEVANT EXPERIENCE**
- McAlpine Consulting for Growth**  
*Project Associate*  
Chicago, Illinois  
Jan. 2007 - current
- Plan and organize conferences and events for 50- 300 attendees, including researching & contracting venues, marketing to sponsors, inviting/confirming/coordinating speakers and exhibitors, overseeing registration, creating and producing conference materials, finalizing banquet orders, and providing on-site conference coordination services and follow-up.
  - Coordinate a nation-wide advocacy project. Maintain a database and email list of over 300 individuals, and keep them updated (via phone and email) about federal advocacy opportunities regarding community-based doula programs. Create advocacy materials.
  - Assist with the entire process of strategic planning, particularly in the information gathering stage through creation of web-based surveys and interview questions, and providing data analysis.
  - Manage a wide variety of projects from start to finish, including developing project timelines, coordinating with project sub-contractors, acting as website administrator, supporting marketing efforts, researching and writing documents, drafting materials, providing support at meetings, etc.
  - Provide bookkeeping services to clients, as well as financial management at McAlpine Consulting
- New Teacher Center @ University of California-Santa Cruz**  
*Project Manager, School Leadership Division*  
Santa Cruz, California  
March 2006-Nov. 2006
- Managed and coordinated contract-based training sessions and other outreach events for 5 full-time and numerous part-time academic staff
  - Managed school administrator credential program with a state-wide scope, including communicating with all local program coordinators, producing materials, and assisting with the launch of a new online learning community
  - Organized a conference for 70 attendees, and coordinated enrollment-based trainings throughout California
  - Developed marketing materials
  - Provided fiscal management and oversight, including developing budgets
  - Edited and formatted training documents
  - Supervised part-time student employees
- Kidsave International**  
*Program Manager, Summer Miracles*  
Los Angeles, California  
August 2004-March 2006
- Managed the national 2005 Summer Miracles program- where over 160 older orphaned children from Russia, Kazakhstan, and Colombia traveled to 12+ communities in the United States to live with host families for 6 weeks with the goal of finding a permanent family for that child
  - Coordinated the Los Angeles Summer Miracles community, including facilitating monthly orientation meetings and arranging training meetings, regularly communicating with all host families, researching and planning appropriate weekly events, and coordinating international travel
  - Reviewed information on dozens of children & assessed them for program appropriateness
  - Communicated with social workers, home study agencies, and adoption agencies across the US to ensure that families completed host requirements
  - Acted as liaison between the Program Director and the volunteer coordinators from all 12+ Summer Miracles communities
  - Wrote and disseminated press releases to generate media interest in Summer Miracles
  - Acted as liaison between a foundation that gave adoption grants and families in need of assistance
  - Hired and supervised an intern from June- August 2005
  - Organized and coordinated a conference of volunteer community coordinators in January 2006

**University of Chicago Collegiate Scholars Program**

Chicago, Illinois

*Program Assistant*

June 2003-July 2004

- Coordinated Collegiate Scholars application intake process in Spring 2003 and Spring 2004 including entering hundreds of applications into Access database, forming instructions for other office workers to process applications, and participating in the working group to select the incoming class of Scholars
- Planned and coordinated an office open-house, two receptions, and a day-long orientation,
- Assisted with organizing and executing a 3-night on-campus orientation for 75 high school students
- Assisted the program coordinator in planning events for the students, including cultural events, social events, and campus events
- Communicated regularly with 75 high school students and their parents through mail, email, and phone to inform them of program changes, updates, and problems
- Created evaluations for classes and programs, administered them to students, and tabulated results
- Chaperoned events throughout the City of Chicago with up to 60 high school students

**Crossroads Fund**

Chicago, Illinois

*Grantmaking and Development Intern*

October 2003-June 2004

- Participated in the grant-making process from November until February, including organizing grant proposal intake, doing write-ups of proposals, attending staff meetings, going on site-visits, doing site-visit write-ups, and attending grant-making committee meetings
- Organized the silent auction portion of the Annual Benefit, including researching potential donors, contacting new and previous donors, doing follow-up, tracking donations, and planning the donation display at the annual benefit.
- Assisted in preparing for special events (such as educational forums, house parties, etc) by creating program brochures, sign-in sheets, etc.; also attended and assisted staff at the special events
- Created media contact binder, initiated and tracked contacts with radio, print, and television media outlets
- Wrote and disseminated press releases about grants and special events and wrote portions of the newsletter

**VOLUNTEER  
EXPERIENCES****Cystic Fibrosis Foundation**

Los Angeles, California

*Special Events Volunteer*

Sept. 2004-Sept. 2005

- Volunteered for all Cystic Fibrosis fundraising events in the Los Angeles area, including WineMasters 2005, Celebrity Poker Tournament, and Celebrity Tennis Tournament and Gala

**Domestic Violence Project/SafeHouse**

Ann Arbor, Michigan

*Women's Shelter Volunteer*

May 2001-August 2002

- received 40-hour training on domestic violence
- answered crisis line, counseled callers, and gave referrals if necessary
- stayed at shelter overnight to help residents with any needs they had when staff was not present

**Head Start Preschool**

Ypsilanti, Michigan

*Group Leader/Classroom volunteer*

Sept. 2001-June 2002

- Acted as liaison between University of Michigan students enrolled in Project Outreach class and volunteering at Head Start, assisted in classroom and played with children, conducted survey of current and previous Head Start volunteers to determine satisfaction with volunteer experience

**SKILLS**

- Proficient with Microsoft Word, Excel, Access, PowerPoint, & various database programs
- Adept with both Windows and Mac computers
- Skillful on the Internet and with email
- Knowledge of basic Spanish (reading/writing/speaking)

**REFERENCES**

Available upon request