

# Mairita A. Smiltars

[Mairita@LMcAlpine.com](mailto:Mairita@LMcAlpine.com)

Office: 773-728-0271

## RELEVANT EXPERIENCE

### McAlpine Consulting for Growth, LLC

Chicago, Illinois

*Consultant*

2007 - Current

Client Services - lead and co-lead a variety of projects:

- *Strategic Planning* – includes involvement in all aspects and phases of strategic planning, from information gathering, to retreat planning and facilitation, to assistance writing and implementing the final plan
- *Research and Analysis* – includes drafting and disseminating surveys and evaluations (paper and web-based), conducting informational interviews, synthesizing collected information, writing and revising reports and presentations, and editing/proofreading documents.
- *Conferences and Events* – planning and executing an event through the entire process, including vendor management, development of marketing materials, exhibits coordination, conference presenter liaison activities, continuing education credit oversight, registration coordination, and on-site direction.
- *Meeting Facilitation* – focus groups, retreats, summits, etc. Besides direct facilitation services, this includes assistance drafting meeting agendas, meeting set-up and prep, and follow-up services.
- *Project Management* – includes a full gamut of services like creation of project timelines and budgets, transcription of meeting minutes, website administration, subcontractor coordination, and logistics support.
- *Policy/Advocacy* – includes assistance with developing policy strategies and oversight and development of advocacy networks
- *Organizational Development* - includes organizational audits, financial management, and coordination of job searches

Internal Administrative Role:

- *Financial Management* – scheduling payroll and taxes, oversight of accounts payable/accounts receivable, budget development and forecasting
- *Staff Benefits Coordination*

### New Teacher Center @ University of California-Santa Cruz

Santa Cruz, California

*Project Manager, School Leadership Division*

2006

- Managed and coordinated contract-based training sessions and other outreach events for 5 full-time and numerous part-time academic staff
- Managed credential program for California school administrators, including communicating with all local program coordinators, producing materials, and assisting with the launch of a new online learning community
- Organized and coordinated conferences and enrollment-based trainings throughout California
- Developed, edited, and formatted training documents and marketing materials
- Provided fiscal management and oversight, including budget development
- Supervised part-time student employees

### Kidsave International

Los Angeles, California

*Program Manager, Summer Miracles*

2004 - 2006

- Managed the national Summer Miracles program- where over 160 older orphaned children from Russia, Kazakhstan, and Colombia traveled to 12+ communities throughout 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
- Organized and coordinated a conference of volunteer community coordinators

**University of Chicago Collegiate Scholars Program**

Chicago, Illinois

*Program Assistant*

2003- 2004

- Coordinated 2 years of the Collegiate Scholars application intake process including formalizing instructions for application processing in an Access database, 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 with planning events for the students and then chaperoned events
- Maintained regular communication with all students and parents to inform them of program issues
- Created and executed evaluations for classes and programs

**Crossroads Fund**

Chicago, Illinois

*Grantmaking and Development Intern*

2003- 2004

- Participated in the annual grant-making process through grant proposal intakes and write-ups, site-visits, site-visit write-ups, and attending grant-making committee meetings
- Organized and successfully executed the silent auction portion of the Annual Benefit from start to finish (i.e prospect research to on-site coordination)
- Prepared materials for special events, created and managed media contact binder, wrote and disseminated press releases, assisted with newsletter preparation

**EDUCATION****University of Chicago School of Social Service Administration***Master of Arts in Social Service Administration*

Chicago, Illinois

Concentration: Management/Community Development

June 2004

**University of Michigan***Bachelor of Arts with High Distinction*

Ann Arbor, Michigan

April 2002

**VOLUNTEER EXPERIENCES****HealthConnect One Associate Board***Co-Chair/Member*

Chicago, Illinois

2010- Current

- Help to direct the work of the Associate Board, including planning and executing the annual fundraiser “Connect for Change”

**Crossroads Fund**

Chicago, Illinois

*Event Volunteer*

2007 - Current

- Since interning at Crossroads Fund, I have maintained my relationship with this organization as a donor and volunteer at two annual events - “Seeds of Change” and “Mini Golf”

**Domestic Violence Project/SafeHouse**

Ann Arbor, Michigan

*Women’s Shelter Volunteer*

2001- 2002

- received 40-hour training on domestic violence
- answered crisis line, counseled callers, gave referrals, stayed overnight to manage shelter

**SKILLS**

- Proficient with full Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, Publisher)
- Experienced with many web-based applications, such as SurveyMonkey, GoToMeeting, WebX, Joomla, MailChimp, SignMeUp and Facebook
- Adept Internet research skills
- Knowledge of basic Spanish (reading/writing/speaking)

**REFERENCES**

Available upon request