

CHLOE MARIE SMITH

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To make an contribution in the field of community advocacy, an endeavor capable of encompassing my ambition for combating and impacting societal issues at a grassroots level, as well as to drive my passion to challenge the wrongs in our communities.

ACCOMPLISHMENTS

- Results-oriented leader with proven success in program development, implementation and supervision seeks leadership position in the field of community advocacy and community relations.
- Years of experience within federal/non-profit programs in challenging, fast paced environments.
- Proficient computer skills such as Microsoft Office Suite, Adobe Publishing Software, Power point, Video Editing.
- Proven leadership, analytical/creative thinking skills and problem resolution abilities.
- Exceptional interpersonal skills and communication skills, both oral and written.
- Adept at teaching/leading small or large groups and activities.

PROFESSIONAL EXPERIENCE

TENDER LOVING PERSONAL CARE, Milwaukee, WI

2020-Current New Employee Trainer & Marketing and Advertising Consultant

- Support Advertising and Marketing Department on a variety of ongoing, special projects
- Work in conjunction with Senior Director in the execution of national brand advertising and marketing campaigns
- Serve as point of contact for Clubs regarding special initiatives
- Overseeing the work of office employees to ensure they work productively, meet deadlines and company standards
- Monitoring office supplies and ordering new stationery, furniture, appliances and electronics as required
- Interviewing and training new office employees and organizing their employment paperwork
- Organizing maintenance companies to keep the office clean and safe and ensure its appliances are in good working order
- Reporting office progress to senior management and working with them to improve office operations and procedures

NEROLI SALON AND SPA/ROYAL TOUCH SALON, Milwaukee, WI

2017-2020 Nail Designer/Social Influencer

- Excellent communication in guest services, marketing, as well as societal issues and world events.
- Proven leadership, analytical/creative thinking skills and problem resolution abilities.

- Outstanding understanding of state regulated cleaning, sanitation procedures and covid-19 prevention practices.
- Strong background and understanding of current nail care technologies and fashion trends.
- Exceptional knowledge in performing high quality natural and synthetic nail services.

BOYS AND GIRLS CLUBS OF GREATER MILWAUKEE/AMERICORPS, Milwaukee, WI

2015-2017 SPRAK Literacy Tutor • 2014 Black History Month Program Lead Artist • 2014-2017 Community Arts Coordinator

- Collaborate across teams to share information and coordinate on new ideas in response to social issues and community events at monthly BGCA Arts meetings.
- Responsible for the planning, development, implementation, supervision and evaluation of a broad range of visual art programs.
- Providing youth ages 4-18 with activities that enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, and creative writing.
- Arts programs may include: fine arts, performing arts, literary arts, culinary arts, digital arts and more.

AMERICAN CIVIL LIBERTIES UNION OF WISCONSIN/MILWAUKEE PUBLIC THEATRE/YWCA, Milwaukee, WI

2010-2012 Youth and Programs Organizer • 2010-2012 Lead Artist All City People's Parade

- Assist in developing, facilitating, publicizing and guiding the various youth and public education initiatives around the state, such as ACLU Student Alliances, Youth Social Justice Forum, trainings and legal observing.
- Develop promotional materials including fact sheets, Know Your Rights materials and PowerPoint presentations to ensure effective communications.
- Work with staff and collaborators to create and sustain a social justice network to advance civil liberties and civil rights in Wisconsin.
- Engage, organize and communicate the mission and vision of ACLU of Wisconsin with both membership and the greater public with an emphasis on young people.
- Responsible for outreach and communications including public speaking, writing and social media.
- Conduct statewide civil liberties, civil rights and social justice trainings and workshops.
- Educate and develop young people, students and the greater public to be informed advocates and defenders of civil liberties and social justice.
- Develop and maintain communications and relationships with partners, students, parents, schools, artists, and community organizations.
- Build, nurture, and maintain relationships with youth serving agencies and community groups.

OFFICE OF PRECOLLEGE PROGRAMS, University of Wisconsin-Whitewater

2004-2005 Tutor Counselor • 2005-2007 Coordinator • 2007-2010 Interim Assistant Director

- Assisted with managing a \$350,000 federally funded TRIO program (Upward Bound) that prepared economically and educationally disadvantaged high school and non-traditional students for post-secondary education.
- Responsible for overseeing program planning, curriculum development, marketing and branding for a host of educational activities.
- Conducted informational presentations to stakeholders which included university staff, parents, students, school district personnel to ensure successful program implementation.
- Planned and Implemented a Recruitment campaign for Upward Bound Program & Summer Enrichment Program.

- Responsible for measuring overall goals and objectives and submission of annual reports.
- Responsible for researching funding opportunities and assistance with writing grant proposals.
- Assess children needs and monitor the provision of services, providing counseling and group services.
- Responsible for retention and recruitment of students, providing tutorial support, multicultural programming, curriculum development, strategic planning.
- Supervision and training of staff and students.
- Adhered to the university policies and procedures and the federal guidelines mandated by the U.S. Department of Education.
- Worked collaboratively with school personnel, professionals and other paraprofessionals in the Milwaukee, Racine and Whitewater Public School districts and the communities.
- Co-planning and facilitating collaborative committee meetings to ensure communication and coordination of efforts.
- Created and administered a comprehensive database for over 1,000 student participants.
- Served as a spokesperson to off-campus constituencies on pre-college and other related issues.
- Administered a comprehensive database for over 1,000 student participants.

MEMBERSHIPS & VOLUNTEERISM

Invisible Reality Ministries/Common Ground Community Relations Member, Milwaukee, Wisconsin (April 2011- Present)

Alpha Kappa Alpha Sorority (AKA), Incorporated, Milwaukee, Wisconsin (April 2006 – Present)

American Civil Liberties Union (ACLU) of Wisconsin Member, Milwaukee, Wisconsin (January 2012 - Present)

Milwaukee Youth Relations Committee, Milwaukee, Wisconsin (April 2012 – Present)

YMCA Camp Everytown Diversity Camp, Waupaca, Wisconsin (August 2012)

YWCA Racial Justice Summit, Madison, Wisconsin (October 2012)

Camp Erin, Twin Cities, MN (July 2011)

EDUCATION

Riverside University High School, June 2003

University of Wisconsin-Whitewater, December 2007

B.A. Art and Graphic Design, Minor: Multimedia & Marketing, Some Graduate Courses in Mass Communication

Milwaukee Area Technical College, December 2015

Nail Technician Certificate, Certified April 2017