

# TREMAINE SMITH

PROGRAM COORDINATOR

## CONTACT

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## COMMUNITY INVOLVEMENT:

OUT IN TECH

BLACKS IN TECHNOLOGY

JANE DOE INC.

## PROFILE

Teacher and Program Coordinator with demonstrated experience in curriculum development, agile development, project management, process development, and cross-organizational communication. Ability to quickly analyze and adapt to new situations, and find solutions to prevailing issues. Talented facilitator with expertise in relationship building and intercultural communication.

## EXPERIENCE

### PROGRAM COORDINATOR

NY-PRESBYTERIAN HOSPITAL | NYC | JAN 2020 - PRESENT

- Overseeing the ideation and launch of an online application, paper and digital marketing materials, evaluation and tracking materials, as well as rules and policies. Arranging informational sessions for youth and parents to learn more about available services
- Established curriculum spanning topics such as nutrition, sleep, sexual and reproductive health, and self care
- Facilitating trainings and meetings for youth health educators to reproduce in workshops with their peers
- Coordinating products and events in collaboration with local Community Based Organizations

### ENGLISH TEACHER

ENGLISH FIRST | SHANGHAI, CHINA | SEPT 2018 - JUN 2019

- Taught 12 classes of learners aged 3-16 at an English Training Center; responsible for creating interactive lesson plans according to curriculum designed for classes with emphasis on student-centered teaching and building leadership in youth
- Lead trainings and workshops to better enhance teaching methodology and implementation of theory in the classroom
- Analyzed student metrics from collected test and class results to create reports for students progress, indicating where further steps could be taken. Presented digital media to parents and students to review learning and further English talking time

### SCHOOL AND COMMUNITY RESPONSE VOLUNTEER

PEACE CORPS | LIMPOPO, SOUTH AFRICA | JULY 2017-AUGUST 2018

- Used community assessments and engagement to secure resources for projects via small grants and donations
- Defined the needs of learners and drove the creation of materials that would best match their needs and improve their English education.
- Found and integrated an index of terms and issues relating to the LGBTQ+ community. Included guide for straight allies and how to go about revealing ones sexuality in their village/township (if possible)

## EDUCATION

BRANDEIS UNIVERSITY | 2014 - 2017

BACHELOR OF ARTS IN EDUCATION

BACHELOR OF ARTS IN AFRICAN AMERICAN STUDIES

- Myra Kraft Transitional Year Scholarship
- Myra Kraft Summer Opportunity Grant
- Karpf-Hahn Peace Grant
- Brandeis Student Life Award

## SKILLS

- Spanish and Sepedi
- Grant Writing
- Program Management
- Project Management
- Networking
- Public Speaking
- Leadership
- Intercultural Communication
- Scrum, Agile Development
- Business Analysis
- Project Planning
- Customer Service
- HTML, CSS, Javascript, Python, GitHub, Jira, Confluence, SEO, Google Analytics
- Adobe Creative Suite, Photoshop, G-Drive