

## SALLY SMITH

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Address | City, State | Phone | Email

*Relationship oriented with a focus on building trusting, collaborative relationships with teachers, parents, students and school administrators. Skilled communicator across platforms with a proven ability to tailor messages to diverse audiences. Highly responsive and extremely organized with a successful track record of managing multiple projects and priorities, identifying and allocating resources, and identifying and solving problems.*

### COMMUNICATION

- Studied and implemented The Creative Curriculum adopted by ABC Pre School; kept parents informed throughout the transition communicating in person and over email to educate them on the goals of the program and proactively address concerns.
- Communicated daily with the Principal of 123 Elementary and met monthly to present an overview of PTA activities, and address concerns; worked collaboratively to create action plans that maintained positive relationships with parents.
- Developed a new PTA website outlining organizational goals and mission, providing updates on activities, and presenting opportunities for parents to engage with the school; benchmarked with other schools, created content, and maintained a consistent look and feel across the site.

### ORGANIZATION

- As President of the 123 Elementary PTA oversaw a 12 member board planning, executing and evaluating 30 programs and events annually; maintained project timelines and budgets, checked in with committee chairs regularly, provided assistance as necessary, and served as the liaison with parents, teachers and staff.
- Planned, implemented and evaluated the annual winter carnival raising \$30K for the 123 Elementary PTA; created and executed a project plan in conjunction with 14 committee members, identified and recruited volunteers and sponsors, coordinated with outside vendors, and kept the community informed and engaged.
- Led a team of 12 board members and 50 committee chairs in the annual review of the 123 Elementary PTA standing rules; identified areas of weakness and opportunities for improvement, created project goals and timelines, tracked progress and ensured all updates were made in a timely manner.

### COLLABORATION

- Built a mutually beneficial partnership between the 123 Elementary PTA and a local community organization that increased awareness of local businesses and brought in an additional \$10K to the PTA.
- Co-taught a class of 14 students at ABC Pre School; developed and implemented curriculums, monitored student progress in specific areas, identified resources for students who were not meeting milestones, and proactively communicated with parents about their child's experience within the classroom.
- Collaborated with teachers, administrators, parents and students on events and programs throughout the school year; presented and discussed PTA initiatives, sought input and approval, solicited volunteers and built awareness among the school community to increase participation.

### PROFESSIONAL EXPERIENCE

*Assistant Teacher, ABC Pre School, City, State (2009 – 2013), Case Manager, Family and Career Services Organization, City, State (2003 – 2004), Flight Attendant, X Airlines, City, State (2000 – 2003)*

### VOLUNTEER EXPERIENCE

123 Elementary PTA, City, State (President: 2014 – 2015, VP of Programs: 2012 – 2014)

### EDUCATION & TRAINING

**University of Arizona**, Tucson, AZ

B.S., Family & Consumer Resources

**Project Enlightenment Educator Workshops:** Building & Encouraging Confidence in Young Children (2013), Understanding & Meeting Children Where They Are (2012), Helping Children with Classroom Transitions (2012), Conscious Discipline (2011), The First Six Weeks of School (2011)