

# Resume of Monique Gray Smith

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## ~QUALIFICATIONS PROFILE~

- \* Excellent organizational and project management skills.
- \* Excellent facilitation and training skills.
- \* Commitment to and experience working with Aboriginal organizations and communities; with a focus in Aboriginal Head Start , Aboriginal Infant Development, Aboriginal Supported Child Development, Education, and Policy Development.
- \* Strong research and writing skills.

## ~EDUCATION~

- \* Psychiatric Nursing Program: Douglas College, New Westminster, BC, January 1988 to December 1989. Diploma in Psychiatric Nursing January 1990.
- \* University Transfer Program: Major-Physical Education, Minor-Psychology: University College of the Cariboo, Kamloops, BC, September 1986 to December 1987.

## ~PROFESSIONAL EXPERIENCE~

### PROGRAM/PROJECT MANAGEMENT:

- \* Executive Director for Aboriginal Head Start Association of BC.
- \* Wrote the Aboriginal Supported Child Development Handbook, 2006.
- \* Researched and wrote Aboriginal Infant Development Policy & Procedure Manual: 2004.
- \* Managed and wrote the BC Aboriginal Child Care Society (ACCS) 2002 Aboriginal Child Care Training and Resources Needs Assessment.
- \* Researched and wrote FAS/FAE Resource Guide for Aboriginal Community Workers across Canada. This was done under the auspices of BCANDS in 2001.
- \* Wrote the proposal for BC Aboriginal Network on Disability Society (BCANDS) in 1996 to secure 1.3 Million dollars for what they named their HALO project.

### COMMUNICATION:

- \* Ability to quickly develop trust and rapport.
- \* Strong understanding of various cultural and ethnic communication styles.
- \* Exceptional communication skills.
- \* Excellent conflict resolution and mediation skills.
- \* Effectively facilitated workshops and training sessions across Canada and overseas, with up to 600 participants.

### LEADERSHIP:

- \* Selected to be a presenter at National and International Conferences; including National Aboriginal Head Start, Provincial First Nations Head Start Conference, International Healing our Spirit Worldwide, , and BC ACCS Annual Conference.
- \* 1st Aboriginal woman selected to be sent overseas with CUSO to share the history, culture, and social issues of First Nations in Canada.
- \* Successful Entrepreneur with Little Drum Consulting.

~EMPLOYMENT HISTORY~

<u>Date</u>	<u>Job Title</u>	<u>Organization</u>
Sept. 1996-Present	<b>Consultant</b>	Little Drum Consulting
Sept. 1999-Present	<b>Trainer, Curriculum Developer</b>	Justice Institute of B.C.
Jan. 2005-January 2008	<b>Executive Director</b>	Aboriginal Head Start Association of BC
Sept. 2005 – February 2006	<b>Writer: Aboriginal Supported Child Development Handbook</b>	Office of the Provincial Advisor: SCD
April 2004-October 2004	<b>Consultant: AIDP Policy And Procedure Manual</b>	Aboriginal Infant Development Programs of BC
Oct. 2002- Dec. 2002	<b>Consultant: ACCS Training &amp; Resources Needs Assessment</b>	BC Aboriginal Child Care Society
Jan. 2001- Aug 2001	<b>FAS/FAE Project Coordinator</b>	B.C. Aboriginal Network on Disability Society (BCANDS)
June 1996-July 1999	<b>Work Explorations Coordinator</b>	Bridges Employment Training Program For Women
Jan. 1996-April 1996 (Contract)	<b>Proposal Writer, Researcher</b>	BCANDS
Feb. 1995-June 1995 (Contract)	<b>Ambassador</b>	CUSO (Canadian University Services Overseas)
Sept. 1993-Feb. 1994 (Contract)	<b>First Generations Solvent Abuse Team</b>	Round Lake Native Alcohol and Drug Treatment Centre
March 1992-Sept. 1993	<b>Counsellor/Community Development</b>	North Thompson Indian Band

~TRAINING~

- \* Asset Building Training: Vancouver Island Health Authority, 2004
- \* Conflict Resolution: Ryane Consulting, 1999.
- \* Effective Leadership: Robbins Research International, 1998/99.
- \* Community/Program Development: CUSO, South Pacific, 1995.
- \* Addictions and Community Development: Round Lake Treatment Centre, 1993.

~VOLUNTEER WORK~

- \* Volunteer at Oak Bay Lodge by bringing our twins once a week to visit with the residents.