

Resume of Monique Gray Smith

142 Robertson St., Victoria, BC V8S 3X1
Ph#: (250) 383-7008

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