

# Alice Giles

## EMPLOYMENT

### ***Technical Specialist – Howard County Public School System***

***2015-2019***

My primary focus was coordinating logistics for the HCPSS's summer school programs. I played an integral role in the work for our High School Credit-Bearing Program and the Summer Institute. Some of my key responsibilities included developing catalogs and websites; managing and organizing registrations and finances; facilitating communication with parents, guardians, students, and between disciplinary departments; and ensuring programs met student needs and academic standards. In my final year, my role moved under the Office of Program Innovation and student Well-being to ensure consistency and promote collaboration among all programs that offer students the opportunity to earn high school credits beyond school hours. I also researched and offered trainings on new tools that could be used with Google Apps for Education.

### ***Editor – Howard County Public School System***

***2004 – 2015***

I worked as the principal editor for the HCPSS with a focus on the Department of Instruction, where I collaborated with teams from all curricular areas and grade levels to certify that all materials produced aligned with HCPSS's nationally recognized high standards. As we progressed to developing only digital materials, I facilitated the transition to digital learning by redesigning existing products and creating new templates and guides that would provide consistency across departments. Beyond curricular materials, I assisted in planning technology pilots, and edited policy, grant requests, presentations to the Board of Education, and both internal and external reports. When we moved to a new Learning Management System, I designed templates and tested and created new procedures.

### ***Information Specialist and Instructor – Howard County Library System***

***2009 – 2014***

As an Information Specialist and Instructor, I helped patrons from a wide variety of backgrounds navigate the sheer volume of information that now exists at their fingertips. At the Central Branch, the majority of interactions involved searching news and research archives, providing instruction on technology tools to create presentations, find open source materials, evaluate sources, create audio/visual projects, and connect with community resources and experts. Additionally, as a member of our Technology Committee, I beta tested new software

and hardware, trained my colleagues on new devices, and served as first point of contact for all technology related questions.

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## ***Project Assistant – College and Career Readiness Support Project 2010 – 2011***

I served as the Project Assistant on an American Reinvestment and Recovery Act grant to develop online courses for teachers and students. I was responsible for managing all financials, establishing timelines, writing reports to the Maryland State Department of Education (MSDE), and coordinating with our 60-person team of staff, contractors, and students. As the project expanded, I led a team in designing and producing MSDE's first mobile app, coordinated several workshops on Universal Design for Learning for teachers and administration, and co-ran a study of the 21st Century learner with design thinking firm, IDEO.

## **NONPROFITS**

### ***Board Member - League of Women Voters of Howard County 2007 – Present***

### ***Board Member - National Alliance for Mental Illness, Howard County 2013 – 2016***

### ***Commissioner - Commission for Women, Howard County 2015 – 2018***

### ***Board Member - HopeWorks 2015 – 2019***

### ***Board Member - Howard County Conservancy 2015 – Present***

### ***Board Member - Multimodal Transportation Board, Howard County 2015 – Present***

### ***Board Member - Women's Giving Circle 2019***

## **EDUCATION**

BA – History and English, West Virginia Wesleyan College