

# ALICE GILES

## EMPLOYMENT

### ***Technical Specialist – Howard County Public School System 2015-Present***

My primary focus is the coordination of logistics for the HCPSS's eight summer school programs. I play a key role in the work for two of those programs, our Comprehensive Summer School High School program, and the Summer Institute. For both programs, I am involved in developing the catalog, managing registrations and tuition payments, developing websites, and communicating with parents, guardians, and students to ensure that our programs run successfully and meet the needs of all our students.

### ***Editor – Howard County Public School System 2004 – 2015***

I have worked as the primary editor for the Howard County Public School System for nearly a decade. My focus has been the Department of Instruction, where I work with teams from all curricular areas and grade levels to ensure that materials produced by the department meet the high standards expected of a system of our caliber and facilitate the transition to digital learning by redesigning existing products and creating new templates and guides. Beyond curricular materials, I assist in planning technology pilots, and edit policy, grant requests, presentations to the Board, and both internal and external reports.

### ***Information Specialist and Instructor – Howard County Library System 2009 – 2014***

The position of Information Specialist and Instructor required that I help patrons from a wide variety of backgrounds navigate the sheer volume of information that now exists at their fingertips. At this particular branch, the majority of interactions involved searching news and research archives, providing instruction on the use of technology tools, teaching patrons how to evaluate sources on and offline, and connecting them with community resources and experts. Additionally, as a member of the Technology Squad, 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.

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

I served as the Project Assistant on an ARRA grant to develop online courses for teachers and students. I was responsible for managing all financials, timelines, reports to the Maryland State to Department of Education, and our 60 person team of staff, contractors, and students. As the project expanded, I led a team in designing and producing MSDE's first 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.

Forwarded to the BDC 1/9/17

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## NONPROFITS

***Board Member – League of Women Voters of Howard County  
2007 – 2015***

As Co-President, I led members and the board in furthering our mission of informing citizens of issues, government process, and candidates. My duties included organizing events, writing educational content and event scripts, working with elected officials at multiple levels, developing new mechanisms to collect and share information, and identifying and recruiting new leaders.

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

I served on committees focused on public policy, fundraising, and diversity and inclusion, in support of the objective educating the community about mental illness and providing support for the mentally ill and their families.

***Board Member – HopeWorks  
2015 – Present***

I serve on the fundraising committee, helping to develop new, innovative fundraisers to support the objectives of HopeWorks. The organization provides support and advocacy for survivors of domestic and sexual assault, as well as educates the community about these issues.

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

I serve on the Development Committee, supporting the efforts of the Conservancy to protect and preserve land in Howard County and connect the community to the environment.

## EDUCATION

BA – History and English, West Virginia Wesleyan College