

ALICE GILES

Information Specialist

9614 Donnan Castle Ct. Laurel, MD 20723
301 466 7242 - alice.s.giles@gmail.com

EMPLOYMENT

Technical Specialist – Howard County Public School System 2015

This position entails working for the office of Curriculum and Instruction in order to support Summer School Programs and Academic Intervention, research and prepare materials for new initiatives, and facilitate the transition to a new learning management system.

Editor – Howard County Public School System 2004 – 2014

I have worked as the primary editor for the Howard County Public School System for nearly a decade. Though I edit everything from policy to presentations, my primary 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.

This job requires review of new and existing policy, specifically my interpretations and suggestions regarding language, with upper level administration. I regularly present on our editorial and workflow policies and procedures, and would be present to offer assistance on other policy presentations.

Due to a background heavily versed in local politics, I was often asked for my opinion to ensure that program rollouts or responses were appropriate and addressed the concerns of citizens or elected officials.

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

The position of Information Specialist and Instructor requires 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 customer interactions involve 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 test new software and hardware, train my colleagues on new devices, and serve as first point of contact for all technology related questions.

Project Assistant – College and Career Readiness Support Project 2007 – 2009

I served as the second lead 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.

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NONPROFITS

Board Member – League of Women Voters of Howard County

2007 – Present

As Co-President, I lead members and the board in furthering our mission of informing citizens of issues, government process, and candidates. My duties include organizing events, working with elected officials at multiple levels, developing new mechanisms to collect and share information, and identifying and recruiting new leaders. I regularly present both oral and written reports, testimony, and presentations to audiences of all sizes and backgrounds.

This is position in which I have been recognized as a national leader, developing new resources for citizens, testing new communications tools, and designing materials for other local leagues.

Board Member – National Alliance for Mental Illness, Howard County

2013 – Present

I serve 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. I am deeply involved in the development of new communications strategies, systemic diversity and inclusion training, and new education programs.

EDUCATION

BA – History and English, West Virginia Wesleyan College