

Elizabeth "Lys" Smith

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Summary of Qualifications

- Fund raising
- Program organization and implementation
- Community organizing
- Cross-cultural experience
- Event planning
- Detail-oriented

Education

University of Denver – Graduate School of International Studies Expected March 2009

Master of Arts: International Administration

Concentration: Development

Relevant Coursework: Financial Management and Fund Raising in Non Profits, Communication for Health and Development, Non Profit Issues and Techniques (Spring 2008), Environment and Sustainable Development (Spring 2008)

University of Denver

Bachelor of Arts: International Relations

Expected March 2009

Minor: Women's Studies

Study abroad programs focusing on history of London, DU London Experience Program, London, England, and Aboriginal approaches to knowledge, University of Queensland, Queensland, Australia

Professional Experience

Office of the Registrar, University of Denver

Denver, CO

Archival Assistant

November 2007 – Present

- Scan academic transcripts and input information into computer database

United States Peace Corps

Jamaica West Indies

Community Development Officer

July 2005 – August 2007

Event Planning

- Organized and supervised fundraisers which brought in US\$1,800 per year
- Coordinated Annual General Meeting for women's association and oversaw elections for officers
- Executed yearly group activities including Labor Day projects and the Children's Christmas Party

Grant Writing

- Wrote USAID grant for business expansion resulting in US\$6,662 in funding for skills training
- Initiated Jamaica Business Development Center grant for US\$15,000 for business improvement

Community Organizing

- Built capacity of registered Jamaican Benevolent Society
- Hired and trained Craft Shop Manager on computer skills and business writing
- Worked with women's association to improve human development and capacity

Volunteer Experience

Yoga for the People

Denver, CO

Development Volunteer

January 2008 – Present

- Program development: incorporating research and analyzing options for articles of incorporation
- Fund raising: researching foundation grants and writing letters of inquiry
- Evaluating: assessing achievements thus far and mapping vision for short and long term goals