

SIMONE S. PEART

EDUCATION

UNIVERSITY OF CONNECTICUT SCHOOL OF LAW, Juris Doctor (J.D.)

- *The Commodification of Human Beings: Exploring the Reality and Future of Modern-day Slavery*, 2009
- *Affordable, Decent and Fair Housing: A Reality or Another American Dream*, 2008
- Dean's Scholar

UNIVERSITY OF MARYLAND, COLLEGE PARK, B.A. Sociology & Family Studies

- CIVICUS (Civil Society) & Family Demography
- Golden Key International Honors Society; Academic Excellence Award (OMSE); Distinguished Dean's List

EXPERIENCE

FOUNDING DIRECTOR OF OPERATIONS

AUG. 2012 - PRESENT

ROADS Charter School

- Budget and Finance: developed and managed multimillion dollar budget; and ensured adherence to fiscal policies and procedures. Maintained accurate records of all financial transactions, and participated in annual financial audit. Oversee all accounts payable / receivable transactions and procurement.
- Operations: directly supervised staff, and managed client & internal SLAs to ensure metrics are achieved and risks are minimized. Managed assets and supply inventory. Managed vendors, contractors and service level agreements. Collaborated with City agencies and private corporations to procure essential goods and services.
- Human Resources: processed new hires, maintained employee records, and administered employee benefits. Tracked certification, and ensured compliance with all state, federal, and local employment laws and policies. Managed worker's compensation and insurance claims. Administered payroll and employee discipline correspondences.
- School Administration: ensured adherence to all state and local compliance and reporting requirements. Oversee planning and implementation of all special events. Engaged in strategic planning to improve customer service. Served on school leadership team.

ASSISTANT CHIEF OF STAFF, ADMINISTRATION

JUN. 2010-AUG. 2012

NYC Department of Consumer Affairs (DCA)

- Supervised unionized staff and managed operations within the following divisions: Internal Audit, Project Management, Finance, Collections, Data Analysis & Planning, Human Resources, and General Services.
- Managed divisional budgets and expenditures. Managed daily workflow and ensured optimal use of available resources.
- Drafted both divisional and agency-wide policies, procedures, protocols, and manuals.
- Developed, implemented and evaluated operational systems related to fiscal management, strategic planning, resource allocation and policy development.
- Responsible for the overall direction, execution and completion of specific projects. Drafted and coordinated state grants.
- Performed quality assurance reviews and ensured efficiency, continuity and accountability throughout the agency.
- Served as agency liaison on various City-wide committees and task forces.

DIRECTOR OF GENERAL SERVICES, ADMINISTRATION

NYC Department of Consumer Affairs (DCA)

- Provided management and oversight of the agency's Fleet, Facilities and Mailroom Services.
- Directly supervised division staff and WEP workers.
- Planned, communicated and executed divisional strategic goals, maximized fiscal and operational efficiency and created and implemented appropriate policies and procedures.
- Ensured timely delivery of services for projects within the General Services' portfolio, ensuring budgets and deadlines are closely adhered to.
- Served as agency Health and Safety Coordinator.
- Completed Hazard Communication / Right to Know Train the Trainer Course.

SPECIAL PROJECTS COORDINATOR, ADMINISTRATION / OPERATIONS

JAN. 2010-MAY 2010

North Star Academy, Charter School of Newark

- Developed strategy and implementation plans for school-wide projects and school-based operations related to financial management, special events, social services, school assessments and facilities.
- Developed, refined, and codified school policies and procedures.
- Developed project plans to ensure school systems were fully operational.
- Maintained an ordering, distribution, tracking and evaluation system to manage vendor services and procurement.
- Researched and provided social resources to students in need. Created monthly and year-to-date expenditure reports.

JUDICIAL RESEARCH CLERK, HON. JOHN TURNER

JAN. 2009-MAY 2009

Connecticut Superior Court, Family Division

- Reviewed and highlighted significant trends in major CT Appellate and US Supreme Court decisions in family law.
- Published research on significant family law cases and discussed their effect on existing precedent.

LAW CLERK

JUN. 2008-AUG. 2008

Farber, Pappalardo & Carbonari

- Served as a Law Guardian and researched, drafted, and submitted a *Law Guardian Appellate Brief* (2nd Dept).
- Conducted legal research and drafted motions, subpoenas, affidavits, discovery demands, etc.

SYMPOSIUM EDITOR, CHAIR

SEPT. 2007-MAY 2009

Connecticut Journal of International Law

- Supervised event committee. Developed the theme, content, and advertising.
- Managed event budget and expenditures. Negotiated honorariums and procured vendor services.
- Served as Law School liaison. Showcased the depth of scholarly work at the Law School.

GUARDIAN AD LITEM (GAL)

SEPT. 2007-MAY 2008

Connecticut Superior Court, Children's Law Center of Connecticut

- Represented the best interests of children before judicial and administrative fora. Ensured services were provided to protect the child from further conflict and instability. Facilitated agreements to resolve custody disputes.
- Conducted home and school visits and initial intake interviews with parents and children.
- Administered the Children's Lawline.

EDUCATION AND INFORMATION SITE VOLUNTEER

JUN. 2007-AUG. 2007

Bronx Family Court, Legal Information for Families Today (LIFT)

- Provided information, referrals and guidance to pro se litigants for Family Court matters including domestic violence, visitation, custody, paternity, child support, abuse and neglect, PINS and delinquency.

PROGRAM COORDINATOR

JUL. 2004-AUG. 2006

Washington Adventist Hospital, Nursing Education Dept.

- Worked with internal and external parties to organize the various components needed to maintain the daily functions for the department.
- Coordinated schedules, courses, meetings and activities. Coordinated clinical placements for nursing schools.

ADMINISTRATIVE ASSISTANT

SEPT. 2002- JUL. 2004

University of Maryland, Department of Sociology

- Performed administrative and office support activities for multiple supervisors.
- Duties included fielding telephone calls, receiving and directing visitors, copying, filing, and faxing.

ACTIVITIES / SKILLS

COURTROOM ADVOCATES PROJECT (CAP)

- Advocacy Training: Domestic violence advocacy training through Sanctuary for Families.

DISCIPLINARY ADVOCATE OFFICE (DAO)

- Progressive Discipline training.
- Informal Conference Leader training.

Habitat for Humanity; Martha's Table, Children & Youth Department; Project Sunshine, Kids for Kids
 Proficient in Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks, Westlaw, LexisNexis