

# Carie Jones-Barrow

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## Work Experience

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### COMMUNITY IMPACT MANAGER FOR EDUCATION & INCOME

#### **UNITED WAY OF GREATER GREENSBORO, GREENSBORO, NC / FEBRUARY 2013-PRESENT**

- > Manage application, evaluation and monitoring of all Strategic Partnerships in education and financial stability. Successfully implemented first phases of "Open Funding" to open United Way network to any eligible organization with proven results in reducing generational poverty.
- > Develop funding priorities, strategies and indicators based on community needs and strategic objectives.
- > Conduct training presentations and technical assistance for prospective programs. Manage application processing, eligibility screening, review, and decision notifications.
- > Create all application materials (narrative questions, budget form, Logic Model template, and Application Guidelines) and maintain online application and progress reporting portal.
- > Recruit and develop volunteers for 17-member Education & Income Impact Council; facilitate Council's application review and work with Council Chairs to establish fair and consistent process.
- > Coordinated application and volunteer committee review of Bryan Human Service Grants and Community Enrichment Venture Grants with funds donated by the Joseph M. Bryan Foundation.
- > Ensure that all investments are used as intended by Strategic Partners and other grant recipients through comprehensive program monitoring.
- > Represent UWGG in community initiatives including Guilford County Juvenile Crime Prevention Council (Monitoring Chair, 2013-present), 60-by-30 Task Force for educational attainment, NC Works Partners Board, and Guilford Education Alliance activities.
- > Support all donor and resource development activities such as events, campaign activities, individual donor solicitations, and outcomes analysis and presentation.

### ASSISTANT HEAD OF SCHOOL FOR ADMISSIONS AND COMMUNITY OUTREACH

#### **CROSSWAY COMMUNITY, INC., KENSINGTON, MD / JULY 2007-MARCH 2009**

- > Coordinated all recruitment and admissions activities for 90-student Crossway Community Montessori preschool; enrolled children from the Family Leadership School for low-income single mothers.
- > Managed individual and group volunteers; developed service projects and donation drives to address Crossway's identified needs and solicited volunteers to complete these projects.
- > Managed collection, distribution and donor relations for all in-kind donations including food, clothing, household items, toys, books and baby supplies.
- > Coordinated all parent volunteers and parent relations activities, including Parent Workdays, festivals, community events, workshops and fundraising.
- > Created and managed all parent communications including Parent Handbook, email list, and newsletters.

### ADMISSIONS COORDINATOR, COLLEGE OF ARTS AND HUMANITIES

#### **UNIVERSITY OF MARYLAND, COLLEGE PARK, MD / APRIL 1999-JUNE 2005**

- > Developed and administered recruitment, admission, and yield activities for the College's 25 undergraduate programs and scholarships. Increased applications by 10% and first-year enrollment by 45% over 5-year period.

- > Served as College's primary contact to prospective and admitted students at on and off-campus recruitment events and served as liaison to campus Admission and Financial Aid offices.
- > Advised incoming students during College's summer orientation program.
- > Wrote and coordinated production of College and departmental recruitment communications.
- > Developed specialized recruitment events and outreach activities such as overnight programs, summer enrichment courses, award programs, open houses and alumni panels.

## Additional Experience

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GRADUATE TEACHING ASSISTANT, FIRST YEAR WRITING PROGRAM  
**UNIVERSITY OF MARYLAND**, COLLEGE PARK, MD / 1997-1999

GRADUATE ASSISTANT FOR TRANSFER ADMISSION, OFFICE OF UNDERGRADUATE ADMISSION  
**UNIVERSITY OF MARYLAND**, COLLEGE PARK, MD / 1995-1997

ADMISSIONS COUNSELOR  
**WAKE FOREST UNIVERSITY**, WINSTON-SALEM, NC / 1993-1995

## Education

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**DOCTORAL CANDIDATE ENGLISH**, UNIVERSITY OF MARYLAND, COLLEGE PARK / MAY 2000

**M.A. ENGLISH**, UNIVERSITY OF MARYLAND, COLLEGE PARK / MAY 1997

**B.A. ENGLISH AND SPANISH**, WAKE FOREST UNIVERSITY / MAY 1993

## Volunteer and Community Involvement

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- > Leadership Greensboro Class of 2021
- > Finance Chair and Executive Committee Member, BSA Troop 101, Christ United Methodist Church
- > Women Impacting Greensboro member.
- > Parent volunteer at Guilford County schools.
- > Wake Forest Alumni-in-Admissions volunteer and Class of 1993 25<sup>th</sup> Reunion Committee.

## References

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**AVAILABLE UPON REQUEST**