

JEAN DE SMET

OBJECTIVE

First Selector, Town of Windham, CT

HIGHLIGHTS OF QUALIFICATIONS

Excellent written and oral communication skills. Extensive experience with public and non-profit administration, policies and procedures, personnel and budgets. Ability to network effectively with organizations and individuals, to work independently and to lead.

EXPERIENCE

2004-Present **Vice President**, Thread City Development, Inc. TCD is a community development corporation formed to engage in the revitalization of Windham, including business, housing, economic conditions. Wrote Design guidelines and Chair of Real Estate Acquisition Committee.

2002-Present **President, Secretary** Willimantic Renaissance, Inc. WRI produces the 3rd Thursday Street Festivals involving grant writing, budgeting, marketing, publicity, advertising, fundraising; coordinating agencies, businesses and volunteers; and administration of committee chairs.

1980-Present **Electrician**. From building Foxwoods to house repairs; foreman to hands-on work.

2001-Present Elected **Recording Secretary**, International Brotherhood of Electrical Workers, Local 35; Officer of Executive Board, auditing committee, record minutes, trial board.

2001-Present **Secretary**, Windham Conservation and Open Space Commission

2002-2004 Windham Affirmative Action Committee

1996-Present Established Northeast CT Green Party Chapter. **Treasurer** of local chapter; serving on media and outreach, events, by-laws, membership and elections committees. Worked on procedures for State party internal elections and revision of State party by-laws.

1999-01 **Board of Directors**, Willimantic Food Co-op. Studied and adopted Policy Governance for administration of Coop Board and Management. Wrote and executed procedures for elections. Revised personnel policies. Developed new outreach and marketing techniques.

1995-97 **Board of Directors**, Willimantic YMCA. Successfully chaired \$100,000 fundraising drive to "Save the Y," including production of two Shaboo All-Stars concerts and public, corporate and membership outreach. Searched for and hired a new director. Monitored budget compliance.

1990-96 **Chair**, Windham Citizens Advisory Recycling Committee. Produced and mailed 10,000 recycling flyers to Windham residents. Initiated composting for leaves and grass. Wrote monthly articles for the Chronicle. Educated children through school visits, poster contest, Earth Day.

1988-93 **President** and/or member, The Windham Community Land Trust. Successfully applied for CT Department of Housing funds to redevelop 2 houses on Union St. Developed a coalition of funders and oversaw reconstruction of 7 unit house on Windham St. Both houses have handicapped accessible units and provide permanently affordable housing.

EDUCATION

- 1978 UConn, BA in English, magna cum laude
- 1984 JATC, E-2, licensed Electrician
- 1998 E-1, Master Electrician

MEMBERSHIPS

Thread City Development, Inc., Willimantic Renaissance, Inc., Willimantic Victorian Neighborhood Association, Windham Area Arts Collaborative, Willimantic Whitewater Partnership, Windham Parent Network, Windham Garden Club, Arts in Motion, Windham History and Textile Museum, Willimantic Food Co-op, Joshua's Trust Conservancy, many more state and national organizations.