

# NICHOLAS PACE SMITH

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## AREAS OF STRENGTH

- ✓ Training of Trainers
- ✓ Program Evaluation
- ✓ Data Collection and Analysis
- ✓ Disease Surveillance
- ✓ Research Design
- ✓ Management Systems
- ✓ Capacity Building
- ✓ Reports & Presentations
- ✓ Social Entrepreneurship

**Languages: English (Native), Spanish (Fluent)**

## PROFESSIONAL EXPERIENCE

**Paul D. Coverdell Peace Corps Fellow & Graduate Research Assistant** August 2017 – Present  
Kennesaw State University, Kennesaw, GA

**Master of Public Administration – Candidate**

**Master of Business Administration – Candidate**

Conducts research to analyze the feasibility of establishing a graduate program in social entrepreneurship and corporate social responsibility at Kennesaw State University (KSU) including a market analysis of interest among KSU students, representatives from nonprofit organizations, and members of the local community. Builds a database of all existing graduate programs in social entrepreneurship and a survey of the curricula of current programs to provide recommendations for how best to structure a program to meet the needs of KSU and the local community. Conducts research on NGO collaboration in humanitarian settings with an emphasis on South Sudan and East Africa with a forthcoming paper to be presented at the Midwest Political Science Association's annual conference 2019.

**Vertical Communications, Inc.** Atlanta, GA April 2018 – Present

**Human Resource Manager**

Develops and administers various human resources plan and procedures for all company personnel. Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow. Ensures compliance with all federal, state and local employment laws.

**Atlanta Rod and Manufacturing Co., Inc.** Atlanta, GA May 2016 – June 2017

**Director, Human Resources & Environment, Health, and Safety**

Directed the recruitment, retention, training, and performance management of all employees. Administered compensation and benefits for all employees and oversaw the organizational development of a rapidly growing company while ensuring employee compliance of all environmental, health, and safety regulations. Trained all employees on lean production processes, elimination of wastes, and adherence to safety protocols. Designed and implemented the quality management system including all policies, procedures, and work instructions to adhere to international industry standards in accordance with ISO 9001:2015. Managed a system of corrective actions to ensure that immediate and root causes for all non-conformances were identified, independently verified, and resolved.

**American Refugee Committee, Eastern Equatoria, South Sudan** 2015  
**End of Project Evaluation Consultant**

Conducted a multi-site process and outcome evaluation to determine the effectiveness and impacts to date of the health systems strengthening (HSS) programming implemented under the Health Pooled Fund (HPF) in the three counties in South Sudan where ARC is implementing HPF activities. Assessed the processes and achievements made to draw lessons and provided recommendations on areas for improvement and potential strategies to inform the development of the next phase of HPF funding and to increase access to and utilization of primary health care services.

**Accomplishments:**

- Conducted desk research to review the HPF HSS model in the global context.
- Designed tools to conduct in-depth interviews and focus group discussions to gather primary data from key stakeholders using a structured qualitative methodology.
- Analyzed ARC outcome data (HMIS data and other process data) from HPF activities in comparison to initial proposal targets to determine impact and areas to strengthen in the upcoming HPF renewal applications.
- Worked with ARC/South Sudan health and program staff to identify specific areas to explore further within a reasonable scope, including, but not limited to: HMIS functionality & data utilization, County Health Department capacity, quality measures of service delivery, health worker recruitment & retention, capacity and effectiveness of Home Health Promoters, client satisfaction, and referral system effectiveness.
- Provided the organization with 3 comprehensive evaluation reports of the primary health care system strengthening programs in Magwi, Kapoeta South and Kapoeta East counties.

**The Carter Center Trachoma Control Program, Ethiopia**

2015

**Behavior Change, Communication, and Education (BCCE) Technical Advisor**

Led study fieldwork by supervising data collectors and field workers to ensure adherence to study protocol. Maintained quality of focus group and interview results through critical analysis, evaluation, and revision of questions. Secured participant cooperation and field worker safety by liaising with appropriate authorities for permission to conduct field work and coordinated related field logistics. Compiled and reported data and relevant information for weekly reports and made recommendations for improvements of health education messaging to the study coordinator and Country Representative.

**Accomplishments:**

- Readied the BCCE program and staff for scheduled launch by contributing to multiple pre-launch initiatives, including revising study tools, conducting pilot testing, and training and coaching field workers.
- Facilitated adherence to the program timeline by ensuring the timely transcription and transliterating of focus group results, household and key stakeholder interviews, and quantitative data for presentation to the study coordinator.

**The Carter Center & the South Sudan Guinea Worm Eradication Program, South Sudan**

2012 – 2014

**Senior Technical Advisor**

Supervised and trained a team of 50+ expatriate and national staff, including Technical Advisors, Program Officers, and Field Officers to ensure adherence to programmatic guidelines and successful execution of interventions to interrupt Guinea Worm Disease transmission. Developed a productive and knowledgeable staff by revising and developing Training of Trainer manuals, supervising work, conducting performance evaluations, and recommending individual improvement plans to staff members. Managed sub-station and Containment Center operations by directing logistics, security, and budget administration, and directed patient and volunteer incentive programs.

**Accomplishments:**

- Identified potential transmission sources, conducted case investigations, developed program proposals, and managed the implementation of new interventions by designing and conducting effective field assessments and providing monthly technical reports.
- Improved the understanding of disease transmission and monitoring by creating new training manuals.
- Fostered strong partnerships with the Ministry of Health, the World Health Organization, UNICEF and other organizations by presenting full briefings and other relevant data at quarterly and annual review meetings.
- Expanded active surveillance to include new villages and settlements in endemic areas not previously included in the baseline data.
- Solved programmatic challenges by identifying and developing effective resolutions and making recommendations to the MoH Director.

**The United States Peace Corps, Guatemala**

2009 – 2011

**Municipal Development Volunteer**

Designed, planned, and managed a wide range of community projects, including infrastructure development, workshops and training on participatory governance, and conducted community diagnostics to determine resource and program needs. Secured funding from USAID and NGOs for community development projects, and managed budgets to effectively distribute resources and maintain accountability to funding sources, the Peace Corps, and communities.

**Accomplishments:**

- Improved infrastructure for 26 families and two rural communities by building rainwater catchment systems.
- Trained local leaders in managing the construction of two primary schools using ecologically friendly construction techniques.
- Encouraged and cultivated citizen participation in social justice initiatives by training 50+ community groups in the role and function of community development councils, women’s rights, and anti-violence campaigns.
- Facilitated communities’ ability to plan and execute small projects such as reforestation and environmental clean-up by developing and delivering a training program for urban community groups.

**The United Way of Metropolitan Atlanta, GA, Atlanta, GA**

2006

**Case Manager, Hurricane Katrina Relief Program**

Supported evacuees by sourcing and securing housing, utility, job placement, and other assistance by coordinating with FEMA, the United Way, and several local agencies. Led the evaluation of RFPs from grantees to determine approval and funding levels, and actively monitored and prepared reports on grantee performance to ensure financial compliance.

**Accomplishments:**

- Ensured reliable and centralized contact for evacuees and service providers.
- Co-managed a budget of \$11M+ to maintain accurate accounting and fiscal accountability.

**Hands On Atlanta, Atlanta, GA**

2004 – 2005

**Team Leader, Citizen Action AmeriCorps, 2005**

**Service Leader, Citizen Action AmeriCorps, 2004**

Guided the development of community service projects and activities by evaluating members and conducting community needs assessments, as well as directing Service Leaders in the execution of projects.

**Accomplishments:**

- Successfully engaged the Spanish-speaking population by organizing focus groups and outreach initiatives.
- Ensured the success of service projects by designing training modules and facilitating workshops on project planning, development, and execution for community leaders and volunteers.

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**EDUCATION & TRAINING**

**Master of Arts in International Affairs**

2008

*Concentrations: Cities & Urbanization, Socioeconomic Development*

The New School, New York, NY

**Graduate Field Experience:**

- **Development Specialist**, New School University & CARE International, San Lucas Toliman, Guatemala, 2008
- **Toolkit Development Team**, New York City Coalition Against Sexual Assault, New York, NY, 2008
- **International Field Program**, Global Studio, Johannesburg, South Africa, 2007

**Bachelor of Arts in International Studies & Foreign Languages (double major)**

2003

*Concentrations: The Americas, Spanish*

West Virginia University, Morgantown, WV