

TAJ NICOLE SMITH

1358 Salem Avenue Hagerstown, MD 21740 | 240-520-5640 | tajsmith@gmail.com

SKILLS

- Problem Solving
- Organization
- Team Building
- Advocacy
- Time Management
- Ability to Work Independently
- Strategic Planning
- Record Keeping
- Research

EDUCATION

Paralegal Certificate Rasmussen University | 2021
Medical Records Certificate University of Phoenix | 2020
Bachelor of Applied Science, Human Services, Child and Family Welfare Kaplan University | 2013
Associate of Arts, General Studies Hagerstown Community College | 2007

WORK EXPERIENCE

Owner The Advocate Junkie LLC | Hagerstown, MD | 2024-Present

Provides DDA Support Broker, Paralegal, Grant Writing, Advocacy, and Notary Services tailored to meet the diverse needs of clients.

- Committed to breaking barriers by supporting marginalized groups, businesses, and local non-profits

Coordinator of Community Services Optimal Case Management | Hagerstown, MD | 2022-2024

Provide targeted case management services to individuals with intellectual disabilities to assist them in accessing resources in their community, planning for their future, and accessing needed services and supports.

- Coordinate the support and services for individuals who receive waiver services from the Development Disabilities Administration
- Facilitate meetings with individuals, families, and providers to develop person-centered plans
- Monitor and document services to meet the individual's health and safety needs
- Educate individuals and families on goal setting and community resources to meet everyone's needs

Direct Support Professional Star Community Inc. | Hagerstown, MD | 2018-2021

Provided services to adults with developmental disabilities to support their goals of living a meaningful and independent life.

- Used observation skills to gather, document, and analyze data for person-centered planning

Service Coordinator Service Coordination Inc. | Hagerstown, MD | 2014-2018

Provided targeted case management by advocating, arranging, and monitoring services for individuals with developmental disabilities.

- Conducted client and provider interviews and gathered documentation to draft individualized plans and complete evaluations
- Researched, identified, referred, and coordinated services to achieve desired outcomes and write reports
- Organized and maintained documents using paper or electronic filing systems

Homebased Teacher/Family Service Worker Head Start of Washington County | Hagerstown, MD | 2007-2013

Provided case management and educational support to families in the Birth to Five Head Start program.

- Provided case management services by drafting and documenting Family Partnership Agreements
- Completed developmental and health assessments through interviews, observations, and reviewing reports
- Documented and maintained records

Special Education Paraprofessional Washington County Public Schools | Hagerstown | 2004-2007

Provided assistance to teachers by performing a variety of tasks related to the physical and instructional needs of students receiving Special Education services.

- Assisted in the implementation of instructional programs through observation of students and collection of data
- Reviewed educational reports and evaluations to determine educational strategies

ORGANIZATION VOLUNTEER EXPERIENCE

President, Legal Redress Chair, Vice President, Political Action Chair, & Secretary Washington County NAACP Branch 7030B
Team Member, Western Maryland Advocacy Team ACLU MD
Board Member (Previous) Habitat for Humanity of Washington County
Board Member Friends of Halfway African American Cemetery
Advisory Board Member Rising to Learn