

# MAURA A. SMITH

25 Second Street  
Chelmsford, MA 01824  
(617) 256-7881

## EDUCATION

M.C.P. University of California, Berkeley, California  
City and Regional Planning, 1985  
Concentration: Economic Development/Historic Preservation

B.A. Wellesley College, Wellesley, Massachusetts  
Political Science, 1980

## PROFESSIONAL EXPERIENCE

Preservation Associate. National Heritage Memorial Fund, London, England, June-September 1985.

Participant in a British exchange program sponsored by ICOMOS, the International Council on Monuments and Sites. Published a directory of the governmental agencies, charitable trusts, and voluntary organizations which provide grant-aid for historic preservation activities in the United Kingdom.

Development Assistant. National Trust for Historic Preservation, Western Regional Office, San Francisco, CA, 1984-May 1985.

Conducted general fundraising activities with a focus on targetting corporate and foundation grants for historic preservation programs.

Research Assistant. Lowell Historic Preservation Commission and Lowell Development and Financial Corporation, Lowell, MA, 1984.

Produced "Revitalization Through Partnership", a comprehensive inventory of public and private sector contributions to Lowell's preservation and economic development strategy. Organized a symposium in 1980 on the legal and financial aspects of historic preservation and adaptive reuse.

Senate Aide. Office of United States Senator Paul Tsongas, Boston, MA, 1981-1983.

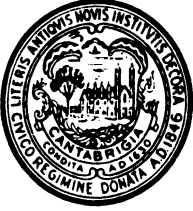
Responsible for the intake and referral of calls and correspondence to the Senator's district office. Reviewed and drafted responses for federal grant proposals. Organized working committee on issues of interest to women's organizations in Massachusetts.

Education Administrator. Massachusetts Department of Education, Boston, MA, 1981.

Served as liaison to statewide education agencies for Bureau of Financial Management. Coordinated collection and analysis of enrollment, staff, and financial data. Implemented a multiple classification system for federal grants.

## REFERENCES

Furnished upon request.



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
TEL. 498-9011

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

November 18, 1985

To the Honorable, the City Council:

This is to advise you that I have appointed Maura Smith to the position of Administrative Aide to the City Manager. As you can see from the attached resume, Ms. Smith's blend of a fine educational background and varied work experience will prove beneficial to this office, the City Council and the City of Cambridge. She has been a Cambridge resident in the past and will be relocating to the City after the first of the year.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mbf  
Enc.

Re: appointment of Maura Smith as Administrative Aide to the City Manager, effective November 12, 1985.

In City Council,

November 18, 1985

*11/18/85*

*Placed on File*

CS91 - [unclear]