

REQUEST FOR APPOINTMENT

DATE 1-16-2018

2

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: Board, commission or authority - Human Relations Commission

NAME: Trace Springer

HOME ADDRESS: 118 Mill Race Drive, Easton PA 18045

BUSINESS ADDRESS: 108 N. 5th Street, Allentown PA 18102

TELEPHONE NO. (RESIDENCE) 610-253-6422 **BUSINESS** 917-838-6345

EMAIL: Allentown@dressforsuccess.org

PRESENTLY EMPLOYED

BY: Dress for Success Allentown + LVCIL

JOB

TITLE: Executive Director and Job Coach (part time)

EMPLOYMENT

(Prior): Allentown School District (substitute teacher)

EDUCATION:

HIGH SCHOOL GRADUATE:

COLLEGE OR UNIVERSITY GRADUATE

DEGREE/FIELD OF STUDY

X **YES**
X **YES**

 NO

 NO

Master of Education - New York Institute of Technology 2000
B.S in Business Management 1992

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Allentown Alumnae of Delta Sigma Theta, Sorority, Inc (AAC)
Jack and Jill of America, Inc.

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES
HELD:

BOO of YWCA of Bethlehem + Chaired "Prom Dress
Day" for 6yrs. (2007-2013)
2014 Lehigh Valley Chamber of Commerce Women in Business committee

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ YES ☒ NO

HAVE YOU EVER BEEN ARRESTED?

NO

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN
ALLENTOWN? PLEASE EXPLAIN:

I started + wrote the business plan for The Solc 3
Dress for Success Allentown, affiliate. We have
been in business and serving the community
for 2 yrs, going on 3

ARE YOU A REGISTERED VOTER: ☒ YES _____ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE
WHAT VALUE YOU WILL BRING TO THE BOARD:

I am interested in this appointment because
I will bring a different perspective. I have taught
in the schools for over 3 yrs. and have listened to the
concerns of parents and students. The same applies to me
running the dress for success affiliate. I believe in empowering the community

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER
OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES ☒ NO

IF YES,
EXPLAIN: _____

**IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE
HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU
WERE FIRST APPOINTED _____.**

**NOTE: This information will be used for making appointments to authorities, boards and
commission and in the event you are appointed/reappointed, it may be used as a
news release to identify you to the community.**

Traci Sprunger
Signature

January 16, 2018
Date

Please forward this request for appointment, along with a resume to:

**Mayor'S Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

Tracie L. Springer
118 Mill Race Drive, Easton PA 18045
Home 610 253 6922- Cell 917 838-6345
tlsprin@yahoo.com

EDUCATION:

New York Institute of Technology, Old Westbury, NY
Masters of Science in Education, 2000

Mercy College, Dobbs Ferry, NY
Bachelors of Science in Business Administration, 1992

PROFESSIONAL EXPERIENCE:

Executive Director/Founder of Affiliate **Current**
Dress for Success Allentown

Elementary School Teacher (Substitute) **2013- current**
Allentown School District, Allentown PA

- Instructed at Cleveland elementary, Ritter elementary, McKinley, Sheridan, Ramos Central, Lehigh Parkway elementary
- Instructs all disciplines & Academics. Specialty in Art, music, and ESL

Adjunct Professor **2 Semesters**
McCann School of Business and Technology, Allentown, PA

- Instructs Introduction to Economics
- Instructs Management Principles

Interim Director of Programming **1 Year**
STRIVE Youth Inc., Allentown PA

- Ensured there were speakers/facilitators for every session
- Managed relationship with schools and parents
- Recruited new inner-city students through schools and community organizations
- Managed Program coordinator and Volunteer staff to ensure they properly supported student enrollment
- Responsible for overall running of organization and image projected.
- Organized and Coordinated STRIVE's 1st Teen Summit held at Lehigh University.
- Assisted students in the college admission process and helped with obtaining financial aid and scholarships

Sales Representative/Recruiter **2.5 Years**
New Horizon Computer Learning Center, Bethlehem PA

- Responsible for the entire sales from prospecting to closing.
- Advised students on requirements and career options.
- Developed relationships with governmental agencies to maintain sales quota in economy with cut backs from federal funding.
- Counseled and guided potential candidates on career path
- Implemented relationship with Lehigh Valley Careerlink and assisted clients in Resource center with resumes and Career advising weekly.

Adjunct Education Major Professor **1 year**
Northampton Community College, Bethlehem PA



- Lectured and communicated effectively with students of diverse backgrounds
- Discussed and probed weaker students about the problems they are facing regarding the subject and helped them overcome them.
- Informed students about the recent trends in the subject on a periodic basis
- Provided classroom instructions on various disciplines and topics for Education majors in accordance with the college's requirement.
- Advised students on future academic and career options, future classes to consider and other topics at Community college.

Field Admissions Representative and Recruiter,
High Tech Institute Inc., Arizona

3 Years

- Conducted High school presentations and workshops to Northeastern PA region.
- Recruited and validated new students on Career Options
- Provided information regarding the admission process to the candidate students
- Traveled Extensively for the promotion programs as well as the external activities of the institution

Program Manager

2.5 years

Career Development Employment Inc., Stroudsburg PA

- Recruited and Instructed economically disadvantaged, At-risk students.
- Responsible for completion of program reports and evaluations.
- Responsible for producing documentation for using it in program and researching job placement for students. Provided feedback to motivate students for participation and all parts of the process. Assisted and participated in various community services and Commerce operations to address community needs.

Adult Education & ESL Instructor
Project of Easton, Easton PA

3 years

- Conducted Adult Assessment Testing annually.
- Implemented educational, vocational goals and GED objectives.
- Developed and revised curriculum to meet the needs of students as well as State's requirements and Instructed academic disciplines and Life skills.

Elementary School Teacher (Primary Grades K- 3rd)
New York City Board of Education, New York, NY

4 years

- Developed grade appropriate curriculum and lead classroom instruction in all basic subject areas: reading, writing, math, social studies and science.
- Served as Grade-level Leader.
- Created Scholastic class and grade themes
- Played a key role in orchestrating the adoption of a new Math program.

AFFILIATIONS:

- **YWCA of Bethlehem, PA. Board of Directors (2007-2013)**
October 27, 2012 "Breaking the Glass Ceiling Gala" committee member
Annual Prom Gown Day Event Chairwoman 2007- current
- **Lehigh Valley Chamber of Commerce Women in Business committee member 2014**
- **Jack and Jill of America, Inc. Member: 2008- Current**

Awards: Recipient of 2009 YWCA Women's Empowerment Award