

Carol Anne Costa - Curriculum Vitae

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Professional Experience

Johnston Housing Authority

Present

Administrative Assistant to the Executive Director

- Responsible for directing and crafting the media and PR outreach for the agency
- Design, build and maintain the agency web site www.johnstonhousing.org
- Responsible for forging community partnerships to help the JHA increase its service to the people served.
- Provide direct resident coordination service to assist our residents successfully age in place.

Diocese of Providence

2007- 2009

Assistant Director for Stewardship and Development-Catholic Education

- Responsible for the directing the Anchor of Hope Fund including enlisting corporate and government participation, solicitation utilizing various marketing methods i.e. writing, messaging, and editorial writing and lobbying.
- Direct the RI Tuition Tax credit on behalf of the Diocesan Scholarship granting organization FACE of RI , using web based and e-mail communications, direct solicitation, op ed writing and lobbying.
- These initiatives are located on line at www.providencediocese.org

C²Communications

Present

Principal

- Own and operate a communications company that consults and directs PR and marketing efforts on behalf of clients including Johnston Housing Authority, Saint Mary Academy-Bay View, Johnston RI FOP Lodge 16, *Ciao Italia*, Nordland Farm Equestrian Center and others. Visit www.c2approach.com
- Freelance Writer for the Breeze Observer , Valley Breeze, RI Mag, and the Rhode Island Catholic Newspapers

New Harbor Group

2006-2007

Public Relations Specialist

- Responsible for client services including writing, crisis communications, lobbying, ghost writing, strategy, message development and all the duties given me as a member of the firm.
- Interface with clients, members of the media and government.
- Writer, Quonset Points e-newsletter

- Writer, O. Ahlborg and Sons e-newsletter
- Clients include: Boy Scouts of America- O. Ahlborg and Sons-Procacianti Group-Memorial Hospital of Rhode Island- Providence Public Library-Algonquin Gas-Block Island Power-Rhode Island Society of CPA'S-RIPEC-RIEPC.

Rhode Island Supreme Court

2003- 2006

Interim Assistant State Court Administrator For Community Outreach and Public Relations

- Responsible for the Oversight of The Office of Community Outreach and Public Relations for the entire judiciary.
- Duties included overseeing each program run out of the Office of Community Outreach of the [Rhode Island Judiciary](#). Including media relations and communications, Justice Rules, Legislative Strategy, Annual Report and State of the Judiciary.
- Interfacing with members of the public, media, educators, judicial bar and bench and other government agencies in order to help demystify the judiciary for the general public.

Senior Monitoring and Evaluation Specialist with the Office of Community Outreach/Public Relations

- Responsible for the day-to-day operations of a busy public relations department for the entire Judiciary of the state of Rhode Island. Directly handling media outlets in the state of Rhode Island and providing public relations support to all the members of the Rhode Island Judiciary.
- Developed and implemented the *Off the Shelf* book donation program. The program collected and donated in excess of 1500 books to the most needy school libraries.
- Directly responsible for the administration of the *Justice Rules* Education initiative.
- Responsible for building a successful education program. Created learning experiences for all grade levels. Obtained media coverage for events that highlight the program. Develop and implement teacher workshops. Planned end of the year celebration that includes multi media presentations highlighting the *Justice Rules* student's yearlong accomplishments.
- Responsible for bringing the Judiciary into many teaching communities, thereby extending the reach of the *Justice Rules* program. Doubled the number of teachers, classrooms, legal partnerships and communities reached by the program.
- Produced an award winning video in collaboration with the Thurgood Marshall Law Society and the Students of Bain TV. The video was distributed statewide to schools and libraries in order to teach students about the Brown vs. the Board of Education decision
- Developed the literature for the Jury appreciation week.
- Developed and implemented a meaningful program for *Bring Your Kids to Work Day* 2004 and 2005.
- Associate producer of *Citizens Summit* the judiciary's television program. Responsible for script development, set design and audience participation.
- Responsible for media rollout of *Operation Phoenix* the judiciary's computer donation program.
- Continue to develop and write stories for the *Full Court Press* the judicial newsletter.

Rhode Island Superior Court

1990-2003

Deputy Clerk

- Responsible for the management of all Superior Court calendars. Worked directly with members of the bench, bar, jurors, media as well as the general public.
- As a courtroom trial clerk responsibilities included, control and custody of all trial exhibits, case papers, pleadings and filings. The duties of a Deputy clerk include proficiency in both criminal and civil procedure, included but not limited to the knowledge and preparation of various orders and executions, citations, writs, warrants, body attachments, restraining orders, no contact orders and all other documentation prepared by the Superior Court Clerk's office.

Bishop Keough Regional High School, Pawtucket, Rhode Island

1984-1990

Teacher, Coach, Athletic Director

- Responsible for teaching United States history and World history to high school girls.
- Responsible for coaching the tennis, basketball and softball teams.
- Responsible for the oversight of the athletic department, including but not limited to securing all field permits, permission slips and scheduling.
- Academic Coach- *We the People Competition*- State Champions 1989
- Accountable for building an athletic program. Responsible for obtaining positive media coverage in order to build the athletic program as well as recruit new students. Earned an honorable reputation with school and within the Rhode Island Interscholastic League. Provided a solid foundation that still exists at the school today.
- Founder of the Rhode Island High School Girls Tennis Coaches Association.

International Tennis Hall of Fame,

Summers 1983 - 1991

Newport Rhode Island

Newport Weekend Coordinator

- Responsible for coordinating *Enshrinement Weekend* events for The International Tennis Hall of Fame's Board of Directors. Including but not limited to media coverage, travel arrangements and hospitality. Designed and coordinated all on and off-site events including breakfasts, luncheons, various presentations and ceremonies.
- Worked directly with various corporate sponsors, including AnnTaylor., Infiniti, Dupont, Miller Brewing Company and Hewlett Packard in the planning and execution of all corporate events during tennis tournaments.

Education and Certifications

Rhode Island College

1983

Bachelors Degree, Liberal Arts with concentrations in Psychology and History

Graduate Work at Rhode Island College

Certified Substitute K-12 Teacher by Rhode Island Department of Education

Community Activities

Elected member of The Scituate Board of Assessment Review

Board of Trustees Wiggin Village Housing Complex

Advisory Board of Trustee member for Bishop Keough Regional High School

Chair of the Saint Peters School Development Board

Chair of the Scituate Democratic Town Committee

Developer and presenter of the only Diocesan wide development workshop for the Diocese of Providence

Board of Trustees All Saints Academy, Middletown, RI

Senior project mentor for 2 graduating senior 2008-09 school year: Barrington High School and Scituate High School

Member of the North Scituate Library Board of Trustees 2000-2005

Member of the Autism Project Board of Directors 2002-2003

Presenter Naval War College Newport Rhode Island

Judge Rhode Island History Day

Past Member of the Roger Williams University Advisory Committee on Legal Education

Presenter/Instructor Judicial component of the Rhode Island Legal Education Partnership Summer Institute

Member of the Carnevale and Oliver Hazard Perry SIT Team(s).

Contributor to *Just Playin' Sport* varsity magazine

Contributor to Horseman's Yankee Pedlar Magazine

Religious Education Teacher at Saint Joseph Parish, Scituate, Rhode Island

Member of Saint Mary Academy Bay View Ad Hoc Committee on Development

Auditor of Local Union 808 of The Laborers International

Appointed Member of the Scituate Recreation Commission

Commendations & Awards

Awarded:

- Charles Hamilton Houston Award by the NAACP
- COX Communication PEG award for most outstanding Public Access program of 2005 for the video *Looking Back at Brown Vs. The Board of Education*

- 2006 Commencement Speaker at the 2006 Bishop Keough High School graduation
- Certificates of Appreciation from:
 - Tolman High School
 - Cranston-Johnston Regional Career Fair
 - Shea High School
 - Hugh B. Bain Middle School
 - Anthony Carnevale Elementary School
 - LaSalle Academy Pegasus Program
 - Lincoln School for Girls
 - St. Philip School
 - Stadium Elementary School
 - Johnston Early Learning Center
 - Woonsocket Middle School

References

- Furnished upon request

Writing Samples

- Furnished upon request