

Karen Elizabeth Smith Araujo: Resume - August 2025

Elder Care Companion and Live-in Assistant -

Private Home - Salinas, CA (May 2020 - July 2025)

Manage medical appointments and prescriptions; accompany to doctors and advocate for individual's care needs and rights. Oversee household maintenance, supplies, meal preparation, and groceries. Bill pay. Transportation to activities. Assist in magnifying quality and enjoyment of Life.

Administrative Coordinator/Community Organizer -

Monterey Bay Central Labor Council – Salinas, CA (December 2003 – October 2013; September 2014 - June 2020)

- Supervise and train volunteers from CSU Monterey Bay's Service Learning Institute, County of Monterey Community Service, and local unions
- Craft communications, flyers and informational materials
- Manage database, website, and social media
- Plan meetings, events, and fundraisers
- Create content and run workshop series; lead trainings
- Carry-out community outreach efforts including interfaith organizing; develop programming; coordinate retirees' group; staff phonebanks/precinct walks

Community Relations and Development Coordinator - Interfaith Homeless Emergency Lodging Program (I-HELP)

Outreach Unlimited – Monterey, CA (April 2014 – September 2014)

- Expand and enhance programming and network of individual and group supporters.
- Maintain database, recruit volunteers, handle communications to community partners.
- Create funding plan, solicit donors, seek sources of funding for non-profit contributions, and track organizations finances

Interfaith and Social Justice Community Organizer -

Unitarian Universalist Church of the Monterey Peninsula – Carmel, CA (January 2014 – April 2014)

- Develop community plan in support of the Interfaith Homeless Emergency Lodging Program (I-HELP)
- Maintain database, arrange meetings, handle communications, facilitate group process, interact with media
- Seek donors and solicit sources of funding for non-profit contributions

Special Events Assistant - California State University, Monterey Bay (December 2013 – March 2014)

- Intake auction items for the 2014 Have a Heart for Students Auction & Dinner
- Solicit donations and staff the event including coordinating segment of the onsite volunteers.
- Assist the Special Events Coordinator as needed

Volunteer Coordinator/Campaign Office Supervisor -

Campaign to Re-Elect Jane Parker, Monterey County, CA (March 2012 – June 2012)

- Recruit, coordinate, and train volunteers as directed
- Supervise area Campaign Offices as directed
- Manage database of volunteers and enter phone bank/precinct walking data into online system
- Plan and staff house parties and other special events

Event Planner - Evans & Johnson Meetings/Incentives - Monterey, CA (1995 – 2010)

- Coordinate all aspects of large and small corporate conferences, meetings, and retreats from start to finish
- Develop and oversee team-building activities
- Supervise temporary workers
- Serve as lead onsite staff person

Non-profit Director - Monterey Peace & Justice Center - Seaside, CA (2007 - 2009)

- Recruit and train volunteers
- Develop and carry-out projects with CSU Monterey Bay Service Learners
- Facilitate long-range planning and lead board retreats
- Create, plan, and supervise fundraising
- Manage database and media communications
- Plan and staff programming, speaker forums and special events

EQUIPMENT AND SOFTWARE: Zoom; Google Meet; Microsoft Office Professional (Word, Excel, PowerPoint, Outlook, Paint, Publisher); QuickBooks Premier Non-ProfitA; Voter File Database (PDI, MOE); FileMaker Pro; Drop Box; Google Docs; Private Branch Exchange (PBX); Multi-line phone system, Computer (Mac or PC), Copier/Fax/Scanner

REFERENCES PROVIDED UPON REQUEST