

KATE SCHAFHEIMER
kateschafheimer@gmail.com
813-810-7284
Brandon, FL

Summary

Resourceful educator/business owner, with more than 15 years' experience in education, business writing and journalism along with experience in public relations, and recruiting

Skills

- Proficient in Windows, Mac and iOS
- Proficient in Google Docs, Microsoft Office and iWorks
- Knowledge of Adobe Acrobat Pro and Illustrator
- Basic knowledge of MySQL and other relational DBs
- Advanced academic and professional writing and editing

Experience

August 2021-Present

Co-Founder/Member of Board of Directors, Bullseye Learning

January 2013 - August 2021

Vice President of Education/Co-Founder, Bullseye Learning

- Determine students' needs based on parents' requests for tutors/teachers to match students with the right tutor/teacher to fit their needs
- Monitor notes, hours, and payroll of more than 20 teachers/tutors for approximately 40+ students
- Design, write, and edit advertising and marketing material to build customer base
- Recruit and interview potential teachers/tutors/camp counselors to determine if their skills and experience matched students'/campers' needs
- Created and developed tutoring curriculum and lessons based on state educational standards
- Developed summer camp curriculum and activities. Organized guest speakers to educate campers on jobs throughout the state. Speakers included firefighters, police officers, radio DJs, comedians, engineers, news reporters, meteorologists, soldiers, inventors, cake decorators, geologists, biologists, basketball players etc. Created fun and educational games so students had fun while also learning science, history, and culture
- Tutor and assist students of all ages with their educational needs

Notable Accomplishment

Increased students' enrollment by approximately 25% by working with the Gardiner Scholarship, Step Up for Students, and the Children's Board's SEEDs programs etc. as well as increased summer camp enrollment by 42%

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April 2023

Healthcare Recruiter, ADN Healthcare

- Researched and interviewed travel nurse candidates to pitch nationwide travel nursing jobs
- Confirmed nurses' licenses and certifications, check references, and review/edit resumes
- Developed pay packages for nurses to meet the needs of the hospital and the nurses' pay requirements

April 2022-March 2023

Healthcare Recruiter, Trustaff Travel Nursing

- Researched and interviewed travel nurse candidates to pitch nationwide travel nursing jobs, 75-100 calls/texts per day
- Confirmed nurses' licenses and certifications, check references and review resumes
- Developed pay packages for nurses to meet the needs of the hospital and the nurses' pay requirements
- Managed timesheets and any on-the-job issues as they arrived for the traveling nurse.

August 2013 – June 2016

Elementary Teacher, Hillsborough/Hardee County Schools

- Collaborated with other teachers regarding curriculum and content of classes to organize and prepare daily lessons for students in math, reading, writing, science and social studies
- Taught students (grades 2-4) required material based on the Florida Standards, assessed students' levels, and assisted students with their specific, additional needs in all subjects
- Met with students' parents regarding students' educational needs and behavior

Notable Accomplishment

Coached fourth graders for the Brain Bowl competition in 2016

March 2008 – August 2013

Account Maintenance, Invest Financial Corporation, Tampa, FL

- Updated, managed, and organized new account applications, IRA adoption agreements, trustee certifications, power of attorney documentation and wills
- Assisted financial representatives

2008 - 2012

Professor's Assistant, Troy University, Tampa, FL,

- Assisted professors with test proctoring and other class activities
- Assisted students with class activities as well as enrollment and finance

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2004 - 2011

Reporter, Neighborhood News, Tampa Tribune's Temple Terrace News/ In The Loop Tampa, FL

- Wrote and edited news articles and photographs on events in the Tampa Bay area (5-7 articles per week)
- Researched, interviewed, and photographed community members and leaders and attended community events to develop the news articles

Notable Accomplishment

Researched and wrote article about community program TOPS (Taking Off Pounds Sensibly) which was featured on the cover of several different newspapers: *In The Loop*, *Temple Terrace News*, *Carrollwood News*, *Town N Country News*

Education

Bachelor of Arts English Professional Writing
Minor: Public Relations
Kutztown University
Kutztown, PA

Certification

State of Florida Department of Education Professional Educator's Certificate 1028652 for Elementary Endorsement, ESOL Endorsement