

JEANNINE SCHOOS

Summary: Graduate of NYU with a double major in dance and history. My experience includes non-profit administration and management, as well as over 8 years of dance education, teaching dancers with many different skill levels in a variety of dance styles. These diverse experiences have allowed me to develop my ability to work with people and have honed my communication and organizational skills.

Work Experience:

Rhode Island Center for Law and Public Policy – Director of Community Outreach Present
Research and respond to grant and other funding opportunities. Create various forms of marketing material and head the project to create organization's website by working with a designer and developing text, layout and message. Assist in defining the price scale for low-income clients, researching legal and legislative history, and in the creation and coordination of fundraiser events. Manage and recruit volunteers and interns. Maintain contact list and communicate with supporters.

Napa County Historical Society – Research and Volunteer Coordinator 2007-2008
Managed the research library. Assisted guests with research projects and mailed out research completed by research volunteers with an invoice for services. Tracked the flow of public research requests and the profit made for services. Catalogued items in the library into an online database. Created and implemented a formal volunteer recruitment strategy and training program that was successful in increasing the volunteer staff from 8 to 30 associates. Interviewed, trained and scheduled volunteers to work in library, museum and at special events. Organized quarterly appreciation lunches for volunteers. Sent monthly informational newsletter to volunteers. Researched acquired display pieces and installed an exhibit on the subject of local art entertainment, which was displayed in the rotating exhibit space.

Jamaica Center For Arts And Learning – Children's Ballet Dance Teacher 2007
Planned curriculum for two classes geared toward young students. Created classes to teach the basic concepts of ballet to young children. Participated in faculty meetings in order to organize events for "National Dance Week" and end of semester performance. Choreographed recital dance.

Jamaica Center For Arts And Learning – Movement Dance Teacher 2007
Designed and taught weekly curriculum for mentally disabled students from the American Association for the Blind and Retarded. Maintained flexibility while teaching, as new students would be accepted into the class on a rolling basis and the students' behavior often dictated progress.

MetLife Insurance Company – Communications Intern 2006-2007
Assisted with organization of conferences and events. Created and edited brochures to be distributed into the agency field by working with Photoshop, PageMaker, and Excel. Assembled folders and packets to be distributed at meetings and conferences. Updated internal associate website. Helped to coordinate and attended community service sessions through Junior Achievement. Assisted in the coordination of Young Men's and Young Women's Leadership Conferences.

NYU Student Health Center - Physical Therapy Aide 2003 – 2006
Worked directly with physical therapy patients overseeing their assigned strengthening programs unsupervised by physical therapists. Demonstrated and explained new physical therapy exercises. Trained eight newly appointed therapy aids on equipment and exercises, charting patient activity, and overall medical procedures including HIPPA privacy regulations.

Rhode Island State Senate Campaign - Campaign Worker 2006
Organized volunteers to work on Election Day. Responsible for overseeing all activity on Election Day as well as solving problems. Assisted candidate on honing the campaign message for discussions with potential voters. Walked door-to-door discussing campaign issues and influencing voters to sign nomination papers and vote in primary election. Distributed important campaign information throughout the district. Observed vital organizational and tactical meetings. Worked at the polls and monitored voter turnout on Election Day.

Skybetter and Associates - Intern/Administrative Assistant 2005

Organized all office files including confidential client files. Researched background information on current and potential new clients, as well as foundations and their grant procedures. Prepared mailings and ran errands as required.

Misnomer Dance Theater - Intern/Administrative Assistant

2005

Assisted director with everyday administrative tasks, which included database entry, research, and running errands. Helped organize audition process. This included scheduling auditions and communicating arrangements with dancers. During performances acted as stage manager, overseeing the set up and break down of set and equipment, managing volunteers and organizing distribution of promotional material.

Education: B.F.A. New York University, New York, NY 10003
Majors - Dance and History, 2006

High School – Walnut Hill School, Natick, MA 01760
Major – Dance, 2002

Special Skills: Experienced with Word, Excel, Power Point, Access, Photoshop, PageMaker and Past Perfect Museum Software.