

Rebecca N. Schultz

PROJECT MANAGER

OBJECTIVE

I am seeking a challenging opportunity to manage and lead large projects where my problem-solving skills, education, experience, and training can be fully utilized.

CONTACT

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EMPLOYMENT

Teen Eco Coordinator

Camp Live Oak
Fort Lauderdale, FL
April 2018 - August 2018

Develop curriculum for the teen Leader-In-Training (L.I.T.) program. Research and identify deliverables. Assigned teens as assistants to younger groups. Support "Fun with LITs" Fridays; LITs presented activities for their camp group to take part in. Facilitate relations with non-profit organizations for volunteer service opportunities. Create documentation of activities for camp to use in the future.

- Cultivate basic skills activities such as clothing repair, financial responsibility, and vehicle care.
- Facilitate relations with non-profit organizations for volunteer service opportunities
- Create documentation of activities for camp to use in the future.

Manager of Technical Publications

World Atlantic Airlines
Virginia Gardens, FL
May 2017 - November 2017

Responsible for publication of the company's technical operations manuals, their distribution, and revision confirmation. Accountable for documenting, reporting, tracking, and updating subscriber distribution. Ensure the availability and currency of manufacturer manuals, service bulletins, service letters, and data acceptable, approved and/or required by the FAA.

- Streamline the document change request process with dynamic PDF forms using JavaScript calculations based on checkbox selections. Proposed mobile versions of the forms.
- Develop and present digital manuals presentation for in-class and e-learning.
- Manage and drive progress and updates/change orders required by FAA through with stakeholders.

SKILLS

Management

Personnel management
Time management
Project planning
Program development
Customer service

Communication

Public Speaking
Business correspondence
Grant writing
Technical writing
Social media marketing

Software

Adobe InDesign
Adobe Photoshop
Adobe Acrobat
HTML/CSS/JS
Microsoft Office

EDUCATION

BAS: Supervision and Management
Broward College
Davie, FL
May 2018

BA: Criminal Justice
Florida International University
Miami, FL
August 2011

High School Diploma,
Environmental Magnet
South Plantation High School
Plantation, FL
May 2007

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Safety Data Analyst

World Atlantic Airlines
Virginia Gardens, FL
September 2016 - May 2017

Responsible for prioritizing the inbound incident/accident report program data. Analyze and format reporting data for management presentation. Complete the Safety Management Systems Manual and gain FAA acceptance and approval.

- Set up and implement WBAT (online) accident reporting program.
- Streamline the process of data analysis for incident/accident reports.
- Develop and present safety protocol training and presentations.
- Initiate eLearning platform for all training programs including safety, technical writing, incident reporting, and human error. Collaborated with airline trainer to consolidate and record training programs.

Project Manager

RNSchultz Consulting
Sunrise, FL
August 2008 - Present

Computer Consultant/Trainer

- System maintenance: repairs, driver updates, hardware installation
- End-user training: Excel, Word, PowerPoint, Outlook, Adobe PDF, Adobe InDesign, social media
- Social media marketing & Website design

Event Manager

- Schedule and organize volunteers
- Vendor identification and acquisition
- General and social media marketing
- Donor administration/recognition and management

Gold Award Advisor - Girl Scouts of Southeast Florida

- Demonstrate project management fundamentals, establish donation management practices
- Provide training on social media marketing, website design, and time management

Service Learning - higher education

- Agency identification
- Project identification and initialization
- Social media marketing

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CERTIFICATES

Business Specialist Business Operations Accounting Technology Specialist

Broward College
Davie, FL
May 2018

Project Management Executive Certificate

Florida Atlantic University
Boca Raton, FL
April 2018

Geographic Information Systems

Broward College
Davie, FL
May 2016

Environmental Studies

Florida International University
Miami, FL
August 2011

Underwater Forensics

Chaminade University
Honolulu, HI
July 2009

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Volunteer Coordinator

Sawgrass Nature Center and Wildlife Hospital
Coral Springs, FL
March 2013 - August 2016

- Recruit, train, and support volunteers for all volunteer positions. Coordinate service work days, staff outreach booths and events with volunteers.
- Maintain and evaluate analytics of website and social media networks.
- Utilize financial programs and data entry software to compile annual reports for fiscal year reviews.
- Analyze fiscal, volunteer, and project data. Yearly document reporting on each.
- Transform company's first official volunteer process including trainings, manuals, and extended development.
- Support Executive Director through document management, program management, maintenance planning, and preparation for meetings.

Founder

Operation Reef Ball
Plantation, FL
February 2005 - Present

- Create and deploy two designed artificial coral reef sites, each consisting of approximately 15 reef balls, offshore at Haulover Beach and at Oleta River State Park.
- Work in tandem with the Department of Environmental Resource Management (DERM), the Army Corps of Engineers, Oleta River State Park and the Reef Ball Foundation.
- Create and present an interactive, hands-on, educational program for students from second grade to adult, including scientists, department and organization heads and others.
- Wrote and published an activity workbook and , Sea Treasures, children's book that teachers and community groups to can use before, during, and after the program.
- Work with Broward College Service Learning by providing opportunities for students to expand different parts of the program as it fits into their classes and course curriculum.
- Over 3,000 students have been reached through the educational outreach endeavors of this project.

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AFFILIATIONS

PMI, Project Management
Institute
02/2018 - Present

Women in Aviation,
International
10/2017 - Present

Sigma Alpha Iota International
Music Fraternity
01/2011 - Present

Girl Scouts of the USA
06/2007 - Present

VOLUNTEER

Kitten socialization and foster care

The Cat Network
10/2013 - Present