

Carlye D. Schmidt

125 Valleys Edge
Wetumpka, Alabama, 36093

405) 464-9729
carlschmidt1716@gmail.com

OBJECTIVE

Coachable graduate seeking to further her knowledge and experience in Communications. Looking to gain a full-time position in an organization that has a strong mission, vision, and provides the ability for professional growth.

EDUCATION

Auburn University; Auburn AL

Graduated: December 2020

Bachelor of Arts in Communication

Minor: Philanthropy and Nonprofit Studies

WORK EXPERIENCE

YMCA at Camp Chandler

June 2020 - May 2022

Day Camp Counselor

Wetumpka, AL

- Ensured every day camper's safety.
- Coordinated with management daily.
- Supported staff members and campers.
- Cared for a group of 20-40 children daily. Last summer there were 200+ day campers total. Ages ranged from 5-14 years old.
- Helped maintain a clean area at all activities.

Alabama Partnership for Children

August 2021 - February 2022

Executive Assistant

Montgomery, AL

- Help respond to the volume of the T.E.A.C.H. program phone inquiries and relay or respond to inquiries for the T.E.A.C.H. program information/application materials as appropriate.
- Provide support to T.E.A.C.H. (Teacher Education and Compensation Helps) program staff for follow-up communications as needed, data entry, and communications with recipients, centers, and colleges as needed.
- Distribute incoming mail; receive and deliver packages.
- Assist staff with mailing notices and forms, filing, copying and general clerical functions.
- Manage all incoming calls, messages, and visitors with efficiency and professional courtesy.
- Responsible for maintenance of office and program supply and equipment inventories, agency calendar, and other facility support functions, including relating with landlord and other vendors.
- Provide support for staff in maintaining forms and processes and procedures related to payroll, travel, staff meeting, and office communication.
- Assist Executive Director in board development, communication, and engagement, including other advisory councils and committees.
- Assist the Executive Director with basic human resource management duties, including maintaining complete personnel records, scheduling needed professional development and certifications, and maintaining an accurate and comprehensive personnel manual.

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Rosa Parks Museum and Library

August 2020 - November 2020

Intern

Montgomery, AL

- Collaborating with the Adult Education Coordinator and the K-12 Education Coordinator and create posts and materials that promote a wide variety of programs and events at the museum.
- Creating an engaging social media strategy to increase the Museum's online presence and followers and to assist in planning the Museum's events.
- Contacting vendors, creating promotional materials, and securing radio and TV spots.

Fuji Sushi Bar

June 2018 - October 2019

Waitress and Hostess

Auburn, AL

- Worked fast and efficiently to ensure quick and quality service.
- Communicated with coworkers to make sure we were working as a team.
- Communicated with the customers to make sure all their needs were met and their experience went well.

Skills

- Verbal & Written Communication.
- Administrative Experience.
- Microsoft, PowerPoint, Google Docs, and Excel.
- First Aid and CPR Certified - 2022.
- American Red Cross Life Guard Certified - 2022.
- Front Desk.
- Social Media Management.
- Sales.
- Hospitality.
- Public Relations.

Volunteering Experience

American Red Cross

Community Outreach Leader

December 2020 - Present

Birmingham, AL

Make-A-Wish

Committee Member

December 2020 - September 2021

Birmingham, AL