

415.217.9708
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Nichole Schultz

Experience August 2002- Present Jumpstart San Francisco San Francisco, CA

Site Manager

- Ensure the site is meeting the requirements of the Jumpstart Quality Standards and Team Leaders with systematic supervision and support, consistent and responsive management, and clear ongoing communication
- Provide coaching and feedback to Corps members based on observations
- Observe Jumpstart sessions to monitor the quality of interactions between Corps members and children and the implementation of planned curriculum
- Observe and support Curriculum Planning Meetings to monitor the quality of team collaboration, meeting facilitation and the design of curriculum to be used in Jumpstart Sessions
- Manage Corps member files to funder specifications
- Prepare and submit reports on site fiscal and programmatic performance
- Build and manage high quality Preschool Program Partner relationships
- Cultivate and manage campus relations to ensure sustainability and success of the program on campus
- Work with Volunteer Coordinator to plan and execute volunteer engagement activities to involve outside members of the community and our corporate sponsors in our work
- Contribute to development of the Jumpstart brand by engaging in local media and public relations activities

Office Coordinator

- Responsible for maintaining and processing data entry for national compliance.
- Processing payroll for 135 student assistants.
- Coordinating weekly communication with students and staff.
- Assist in the management of student files.
- General clerical duties such as filing, answering phones, etc.

Team Leader

- Managed team of college students in implementing high quality preschool curriculum in low-income preschool.
- Modeled effective early childhood education practices.
- Provided weekly observation and feedback.
- Lead classroom of 24 preschool age children throughout various activities including circle time, small-group activities and outdoor play.
- Facilitated and responded to relationships between corps members, preschool site directors, preschool staff and Jumpstart staff.
- Assist in planning and coordinating variety of events including Jumpstart for A Day, an annual city-wide learning festival for over 1500 children and families, as well as other monthly events.
- Member of Leadership Corps and Service Day Planning committee.

Corpsmember

- Fostered relationship with mentor child, family and preschool center.
- Received extensive early childhood education training.
- Member of Jumpstart for a Day Planning Committee.
- Participated in Jumpstart Summer program, providing direct support as classroom assistant for preschool classroom over three month period.

January 2005- September 2005 District Office of Assemblyman Mark Leno San Francisco, CA

Intern

- Interact with constituents via telephone and in-person.
- Respond to constituent requests and casework.
- Work directly with staff on special projects and events.
- Perform outreach to community, including constituents, community leaders, and neighborhood groups.

August 2001-August 2002 Community Service Learning Office, CSU Sacramento

Office Assistant

- Assisted in managing and maintaining an efficient office for three service-learning programs.
- Chair of children's festival committee, a collaborative day long event for children and families from low-income preschool centers.
- Planned and coordinated variety of student and family involvement events.
- Provided support to program coordinators and participants.

September 2000- August 2002 Reality Clothing Boutique Sacramento, CA

Assistant Manager

- Managed team of four other sales associates.
- Maintained client and buyer relationships.

MPA: Masters in Public Administration San Francisco State University (Expected December 2007)

- Concentration in Nonprofit Administration

BA: Child and Adolescent Development, Minor in Urban Studies San Francisco State University (2005)

- Research and Public Policy
- Member of Dean's Honor List 2003-2005.

Education

Computer Experience

Microsoft Office, SPSS, and ArcGIS.

Volunteer Experience

Child and Adolescent Development Alumni Association, San Francisco State University

- Co-facilitates alumni group
- **Language and Literacy Tutor**, Assists elementary school age child in language and literacy exercises.

Membership

- Member of United Way of the Bay Area's, ECE Leaders of Today and Tomorrow 2007
- Member of the National Association of the Education of Young Children