

# JACEE SCHMIDT

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## **SUMMARY OF QUALIFICATIONS**

- Instructional Aide experience within Bismarck Public Schools
- Experience in teaching/coaching ages k-12
- Strong interpersonal communication skills
- Leadership and instructing skills in group setting
- Excellent organization and time management skills

## **WORK EXPERIENCE**

### **Instructional Aide**

**October 2019-Present**

Solheim Elementary School, Bismarck, ND

- Assisting and designing the daily care of students with significant learning challenges
- Assisting classroom teacher with materials for the purpose of supporting, implementing, and reinforcing student learning
- Observing and documenting student academic and emotional progress in various school settings

### **In-home Daycare Assistant**

**Aug. & Sept. 2019**

- Cared for children ages 3 months to 7 years of age
- Cooking meals and providing other day-to-day needs for children

### **Front Desk Assistant**

**Sept. 2017 – Aug. 2019**

Goebel Pediatric Dentistry, Bismarck, ND

- Computer data entry
- Telephone and in-person communication
- Filing and general office duties
- Assist dental hygienists with dental sealants
- Organization and time management skills

### **Coach/Trainer**

**Seasonal 2014-2018**

Cross Training Basketball, Bismarck, ND

- Athlete's coach from grades K-12
- Organize kids, drills, and skills training
- Public speaking
- Run life skills groups
- Community outreach

## **EDUCATION**

### **Bachelor of Science with a major in Elementary Education & Psychology**

**2015-Present**

- University of Mary, Bismarck, ND
- Expected to graduate in April 2020
- 3.96 GPA

#### *Notable Accomplishments:*

- Dean's List: 2015-2016, 2016-2017, 2017-2018, 2018-2019
- Emerging Leaders Academy: 2015-2019