



750 Set Net Dr. Kenai 99611
Phone: 907-841-8185
E-mail: jilly_schaefer@yahoo.com

- **Profile**

- ▶ Motivated, personable business professional with a successful 11-year track record of successful leadership. Talent for quickly mastering technology – Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent project guidelines.
- ▶ Flexible and versatile – Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. Outgoing and ready to take on obstacles. Works great with people and has an outgoing positive attitude.

- **Professional Experience**

- ▶ **KENAI OPERATION MANAGER FOR ALASKA SUPPORT INDUSTRY ALLIANCE 2014-PRESENT**
 - ▶ Advocacy for our member companies through constructive political policies is the mission at the Alliance. The Kenai Operation Manager is tasked with knowing the policies that are affecting the members located or doing business on the Kenai Peninsula. Event planning with as many as 500 guests, and sending communications to members are duties that I have successfully preformed.
- ▶ **GOVERNMENT CONTRACTOR 2008-2011**
 - ▶ As a Private Government Contractor, I negotiated contracts, scheduled classes, set-up payment options, performed gym safety inspections, coordinated gymnastics competitions, and performed all coaching task of a gymnastics instructor and maintained personnel files and training guidelines. I was in charge of the entire gymnastics program at Joint Base Elmendorf Richardson and one of 6 gymnastics contractors at Kadena AFB Japan.
- ▶ **HUMAN RESOURCES ASSISTANT 2006-2007**
 - ▶ I assisted in providing recruitment and placement service to NAF (non appropriated fund) activities by procedurally processing a full range of personnel actions such as appointments, position and pay changes, transfers, and separations. I maintained an applicant supply file, distributed vacancy lists and announcements, and ran referral listings. Checked items of information for conformance to applicable laws, regulations, etc. Contacted appropriate

sources to secure missing data or documents. Provided specific items of information to NAF employees regarding personnel matters including, but not limited to, insurance, retirement, 401(k), unemployment compensation, workers' compensation, and awards, found in commonly used regulations, instructions, or manuals.

- **Education**

- ▶ RAMPART HIGH SCHOOL Colorado Springs, CO
High School Diploma 2004
- ▶ UNIVERSITY OF ALASKA Anchorage, AK
Bachelors of Communication – Ongoing

- **Skills Summary**

- ▶ Report Preparation
- ▶ Written Correspondence
- ▶ Gym Safety Inspections
- ▶ USA Gymnastics Safety Certified 2008
- ▶ Trained in Customer Service
- ▶ Scheduling
- ▶ Professional Presentation
- ▶ Public Speaking
- ▶ Speech Writing
- ▶ Campaign Logistics
- ▶ Employee Management
- ▶ Event Planning
- ▶ Computer Savvy

