

Annie Schmitz

2467B N. Bremen St. • Milwaukee, WI 53212
anniehschmitz@gmail.com • 406-781-2251

EDUCATION

Master of Science in Nonprofit Management & Leadership | *University of Wisconsin - Milwaukee*
September 2017 - (In Progress)

Expected Graduation Date: May 2019

Honors Bachelor of Arts in Government | *University of Texas - Austin*

January 2015 - May 2017

Graduation Date: May 2017

WORK EXPERIENCE

Managing Director | *Wisconsin LGBT Chamber of Commerce* | Milwaukee, Wisconsin

August 2017 - Present

- Oversees day-to-day operations of the Chamber in a manner that supports and guides the organization's mission, as defined by the board of directors and executive leadership
- Responsible for membership recruitment and retention, maintains regular communications with current, prospective, and past members
- Oversees and maintains membership information and database
- Manages all existing operations of the Chamber including membership relations, event planning, office administration, strategic planning, program development and management
- Works with the President & CEO to create operating budgets and annual strategic plans for the Chamber
- Participates in community activities to cultivate a positive image of the Chamber of Commerce, conducts strategic outreach to community partners to cultivate strong relations
- Works to improve internal operational systems, processes and policies - specifically, supports improved information flow and management, reporting, and organizational planning
- Designed and manages the Chamber's Emerging Leaders college mentorship program

Associate | *Nation Consulting* | Milwaukee, Wisconsin

November 2017 - Present

- Supports lead consultants on client projects
- Manages social media for various clients in a cohesive way to achieve established marketing goals
- Assists with the coordination of media outreach and coverage
- Creates documents and supporting project materials for lead consultants
- Coordinates all aspects of the event planning process
- Assists with writing and editing for marketing and client communication vehicles including newsletters, e-newsletters, appeals, proposals, etc.

Front End Clerk | *Wheatville Natural Food Cooperative* | Austin, Texas

February 2014 - May 2017

- Assisted in the daily operations of a natural foods cooperative while promoting principles of community, sustainability, and wellness
- Demonstrated a thorough understanding of cooperative business models for the purpose of educating cooperative members, prospective members, and new employees
- Assisted management in the reform of employee wage scale and benefit policies to better reflect the progressive labor values of the organization

Underwriting Assistant | Montana Public Radio | Missoula, Montana

September 2013 - December 2013

- Provided general administrative assistance to the Director of Corporate Support and other Montana Public Radio staff
 - Organized public fundraising campaigns, including the coordination and supervision of volunteers
 - Created educational materials such as presentations and pamphlets for sponsorship seminars
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INTERNSHIPS & VOLUNTEER EXPERIENCE

Tutor/Mentor | University of Texas Arabic Flagship Program | Austin, Texas

October 2016 - January 2017

- Offered language support as a Persian speaker to Afghan refugee students in the Austin Independent School District
- Provide academic support in ESL (English as a Second Language) education and other subjects
- Mentorship of students, establishing personal relationships to help promote educational success
- Translation support of documents, meetings, and parent-teacher conferences

Education Intern | GirlForward | Austin, Texas

June 2015 - August 2015; June 2016

- Summer intern with the Austin chapter of GirlForward, an innovative education and mentorship program that seeks to promote empowerment, confidence and independence for high school age refugee girls
- Helped to design a socially-responsible education curriculum geared towards girls with limited and disrupted education histories
- Assisted the lead teacher with classroom management and worked one-on-one and in small groups to facilitate discussions and activities
- Conducted home visits for recruitment and communication with parents, including use of Persian language skills, for both the 2015 and 2016 summer programs

Collections Volunteer | Lyndon B. Johnson Presidential Library & Museum | Austin, Texas

July 2014 - June 2015

- Inventoried, categorized, and digitized archival and museum collections documents and artifacts
 - Assisted in the installation and disassembly of museum exhibits including handling of historically valuable artifacts
 - Utilized various electronic government databases for research purposes
 - Gained valuable insight into project management and leadership in the public sector
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SKILLS

Computer: Microsoft Office Programs (Word, Excel, OneDrive, Outlook, PowerPoint etc.), Facebook Ads & Business Manager, Xero, Gmail, Google Drive, Google Pixel, SugarSync, Slack, ChamberMaster, Quickbooks, WordPress, Dropbox, various research databases

Interpersonal and Writing: Professional and academic research and writing, strong written and oral communication skills, effective organizational skills, experience in office administration and customer service

Management: Experience creating job analyses and descriptions, managing volunteers, interns and employees

LANGUAGES

Farsi Persian (Intermediate): 18 credit hours of coursework, occupational experience communicating with native speakers

Spanish (Basic): 5 credit hours of coursework

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REFERENCES

Jason Rae
President & CEO
Wisconsin LGBT Chamber of Commerce
5027 W N. Ave
Milwaukee, WI 53208
715-790-4334 | jason@wislgbtchamber.com

Relationship
Supervisor at Wisconsin LGBT Chamber of Commerce

Thad Nation
Founder and Senior Partner
Nation Consulting
5027 W N. Ave
Milwaukee, WI 53208
414-344-1733 | nation@nation-consulting.com

Relationship
Supervisor at Nation Consulting

Douglas Ihrke
Professor, Executive Director
Helen Bader Institute for Nonprofit Management - UWM
Street Address
City, ST ZIP Code
414-229-4732 | dihrke@uwm.edu

Relationship
Graduate Advisor and Former Professor
