

KOLLETTE SCHROEDER

JOB OBJECTIVE

To use my degrees in accounting and management along with my experiences in government, education and small business to the benefit and support of public service.

WORK EXPERIENCE

January 2020 – Present, Alaska State Legislature Anchorage, AK
Scheduler, Senator Mia Costello

Main duties include assist constituents through research and implementing plans to help with governmental issues. Collaborated with other legislative offices on projects and budget items. Process paperwork to pay for office expenses and keep balance of office accounts. Schedule appointments and keep calendar updated. Coordinate printing and mailings of newsletter, order specialty office supplies and office stationery.

March 2013 – January 2020, Dimond High School Anchorage, AK
Administrative Assistant, Activities, Principal James Hancock

Worked with three activities principals while in this department. Main duties include all aspects of purchasing/scheduling including buses, travel, and supplies. Assist new coaches with HR paperwork and process for payroll. Analyze budget and create budget transfers when necessary. Register students for sports including verifying eligibility and receipting payments. Collaborate with principals in special projects and assignments. Work with accounting, ASD IT, other school activities departments and outside parties in implementing new programs and processes. Mentor new AA's in the district.

June 2009 – March 2013, Dimond High School Anchorage, AK
Financial Data Control Clerk, Principal Cheryl Guyett

Main duties included: Budget preparation, work with departments to maintain budgets, create purchase requisitions, buy and receive equipment/supplies for school, prepare deposits, maintain supply inventory, and collect fines and fees from students. Fulfill Administrative Assistant duties, mainly payroll, when AA is out of the building.

June 2004 – June 2009, Dimond High School Anchorage, AK
Library Media Assistant, Librarian Suzanne Metcalfe

Main duties included: Checking books out to patrons, checking in returns, processing new books, and updating existing records using SIRSI and First Search, assisting teachers and students with library functions, training student aides, run overdue notices for students and staff, keep inventory of office supplies, checking shelves, and other duties to assist the librarian.

September 2000 – June 2004
Stay at home mom and noon duty at Kincaid Elementary.



STRENGTHS

Computer Applications including MS Word, Excel, Outlook and Access
Research and Reporting
Organizing Skills
Listening and Communication

EDUCATION

Graduate Columbia College Columbia, MI
BS/BA Major's in Accounting and Management 3.97 GPA

Graduate Service High School Anchorage, AK
Graduated with honors

COMMUNITY ACTIVITIES

Member of Pioneers of Alaska.

INTERESTS AND ACTIVITIES

Reading, gardening, biking, bowling, hiking, skiing and puzzles.

REFERENCES

[REDACTED], [REDACTED]
[REDACTED], [REDACTED]
[REDACTED], [REDACTED]