

Amy Schott

amy.e.schott@gmail.com

Education

Lancaster University, Lancaster, UK

Graduation: December 2010

Master of Arts in Education with Distinction

Coursework included: Policy Analysis in Education, Educational Change Management

Dissertation: "Neoliberal Ideology and the Discourse of Publicly Funded Higher Education"

Purdue University, West Lafayette, IN

Graduation: May 2008

Bachelor of Science in Applied Mathematics

Semester Honors: Fall 2005, Spring 2007

Coursework included: Learning and Motivation, Probability, Introductory JavaScript

Work Experience

Military Extension Internship Coordinator September 2009-November 2011

Cooperative Extension Service, Purdue University

- Collaborated with partners in the Cooperative Extension Service, the Department of Defense, and the United States Department of Agriculture to develop a learning-centered internship programme
- Conducted recruitment efforts in person and via webinar in order to promote awareness and interest in the programme; Utilized various forms of social media to both disseminate information about the internship programme and provide collaborative space for interns including Facebook, Twitter, Ning, and LinkedIn
- Recruited over 320 applicants and supported over 155 interns in the first two years of the programme
- Managed the development of a new website that improved navigation, and provided new content; Wrote, maintained, and oversaw the development of new content for the website using Microsoft SharePoint and Adobe Contribute
- Assessed and distributed applications to points of contact in Army, Navy, and Air
- Planned and facilitated a tri-annual orientation to train over 70 interns and supervisors in programme requirements; Scheduled over 15 speakers to facilitate conference sessions over the four day training
- Communicated results of program evaluations to partners in the Department of Defense and implemented suggestions for improvement
- Supervised an administrative assistant and student employee in carrying out day-to-day functions of the programme and ad-hoc projects

Student Technician and Clerical Assistant June 2003-May 2008

Physical Facilities Computing Services, Purdue University

- Provided the main clerical support for a campus computing service
- Managed day-to-day tasks including copy-making, filing, campus errands, and ordering office supplies and handled confidential documents with discretion
- Collaborated with other student employees to perform annual hardware inventories; updated an Access database to reflect current location and status of clients and hardware
- Created software inventory system and maintained up-to-date records of software
- Developed protocol for the organization of forms and office supply closet

Extracurricular Experience

Rotary Ambassadorial Scholar

October 2008-September 2009

Ambassador from Central Indiana to Cumbria and Lancashire, UK

- Promoted international understanding and goodwill through study in a foreign country via a scholarship programme sponsored and coordinated by Rotary International
- Delivered 14 presentations via PowerPoint to Rotary clubs and the district Rotary convention regarding home culture and experiences studying abroad which established links between sponsor and host countries; Met and interacted with diverse groups of Rotarians and improved interpersonal skills, communication skills, and cultural awareness
- Wrote reports about personal experiences for Rotary International and the Rotary district magazine for Cumbria and Lancashire; Maintained a blog to inform Rotarians, friends, and family about Rotary events and life in a new culture
- Managed a schedule of post-graduate studies, Ambassadorial duties, and travel, and successfully met coursework deadlines, fulfilled scholarship requirements, and experienced English culture

International Friendship Programme

August 2010-May 2011

- Supported an international student new to Purdue University through friendship; Assisted her understanding and participation in American culture by attending events together such as athletic events, family outings, and social events sponsored by the International Students and Scholars office at Purdue University

Lancaster Baptist Church

September 2008-August 2009

- Mentored younger college students in one-on-one weekly meetings; Used books, sermon notes, and personal experience as a foundation for teaching, discussion, and empowerment
- Worked collaboratively with a church member to lead a biweekly study group for youth ages 12-15; Developed and wrote age-appropriate study material and planned related activities to encourage experiential learning

Purdue "All-American" Marching Band

Fall 2004-Spring 2008

- Auditioned and marched as a piccolo player for four years in a university marching band
- Practiced ten hours a week and performed at all home football games, bowl games, and recruitment performances
- Traveled to Beijing, China with over 200 bandmen and performed in an international arts festival

Campus Crusade for Christ

Fall 2004-Spring 2008

- Raised over \$7,000 in support via letters and telephone calls to attend mission trips to Traverse City, Michigan and Rome, Italy; Facilitated culturally sensitive discussions with university students about spiritual interests and personal values
- Initiated, co-organized, and co-led a seminar upon return on raising financial support for other students in the club

Professional Development

Professional Development Grant, Purdue University

Awarded: May 2011

- Applied for and received a competitive grant of \$750 from the Administrative & Professional Staff Advisory Committee, to use for professional educational activities

Certificate in Leadership Development, Indiana University-Purdue University Indianapolis

Completed: June 2011-July 2011

- Completed 30 hours of training in leadership, communication, and project management
- Coursework included: Coaching Skills, Coaching People through Team Conflict, Feedback Skills, Project Management, Project Communication