

Christine L. Schaefer

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PROFESSIONAL SUMMARY

Accomplished Information Systems Specialist with over fifteen years of experience in developing and implementing business processes and data systems.

JOB SKILLS

- Business Processes
- Compliance Monitoring
- Project Coordination
- Data Management
- HTML5 & CSS
- Website Updates & Maintenance
- Website ADA Compliance
- WordPress

WORK EXPERIENCE

Midland County Educational Service Agency, Midland, MI **Information Systems Specialist August 2006 – Present**

- Collect and organize large amounts of data while meeting reporting deadlines for early childhood and technical education programs.
- Create and maintain comprehensive project documentation, plans, and reports.
- Identify compliance issues and assist with developing plans to improve processes.
- Provide effective use of data warehouses for reporting and data analysis.
- Consolidate data and convert files to XML for uploading to Michigan Student Information Systems.
- Manage content for Midland County ESA website.
- Monitor website compliance for Americans with Disabilities using Website Content Accessibility Guidelines.
- Process State Continuing Education Clock Hours (SCECHs) teacher certifications.
- Coordinate student testing for Career and Technical Education programs.
- Special projects coordinator for summer food programs and Gerstacker Teacher Innovator Grants.

Electronic Data Systems (EDS), Saginaw, MI **Information Associate January 2001 – March 2006**

- Customer and vendor coordinator for the installation of Dow Chemical interactive conference rooms.
- Data processing and reporting for General Motors server upgrades.
- Coordinating and scheduling Bank of America site renovations.

EDUCATION

Bachelors of Science in Business Administration

Major: Management Information Systems

Central Michigan University, Mt. Pleasant, MI

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ACCOMPLISHMENTS

- Defined data collection requirements and created templates for the Regional Preschool Partnerships covering three counties and 40 sites. The success of the templates resulted in distribution to several sites in Michigan.
- Assisted with data migration for Midland County ESA and four school districts to a new student information system.
- Created a Microsoft Access database to track service dates and timeliness for early childhood programs during data migration.
- Streamlined business processes by converting paper records into electronic forms.
- Created and implemented processes improvements for the Gerstacker grant program and other projects within the agency.
- Recognized for excellence in managing the Graduation Readiness program for at-risk students during the supervisor's extended leave of absence.

PROFESSIONAL DEVELOPMENT

WordPress Academy

Udemy, 2017

- Learn WordPress in a practical, project based approach. Includes PHP theme development & WordPress ecommerce stores.

The Complete Full Stack Web Developer Course

Udemy, 2017

- Topics: HTML, CSS, JavaScript, PHP, jQuery, Ajax & MySQL

Data Mining

Michigan Institute of Educational Management, 2016

- Review the educational data tools of the trade. Learn about how and when to use Excel, Access, XML to submit, retrieve and use the educational data available from the Student Information System, MI School Data portal, and other data warehouses.

Data Quality

Michigan Institute of Educational Management, 2016

- Identify the components of data quality, factors affecting data quality, collaboration opportunities, security and confidentiality, and the elements of a data audit.

Student Services Software Applications in Education

Michigan Institute of Educational Management, 2014

- Learn how data points are collected and how they are used by both internal and external customers.