

Jessica Schultz

704-989-9847 | jessica.schultz@unc.edu | [linkedin.com/in/jessicaschultz328/](https://www.linkedin.com/in/jessicaschultz328/)

EXPERIENCE

August 2021 - Present:

Instructional Design Master's Intern for Adult Education - HealthHIV.org - Washington, D.C.

- Used Articulate Storyline to develop an e-learning nicotine cessation course.
- Reviewed storyboard created for a Center for Disease Control (CDC) HIV prevention and adherence course and suggested edits that altered the design of the course to allow for more personalization and interactivity.
- Created a needs analysis survey to gauge interest in HealthHIV professional development courses and resources for all internal organization staff.

Oct 2020 - August 2021:

Early Childhood Action Plan (ECAP) Program Fellow at Durham Children's Initiative - NC Literacy/AmeriCorps & Duke Service-Learning - Durham, NC

- Conducted research for policy briefs, created communication materials, and analyzed survey and focus group data to hear from over 1,000 caregivers and community members in support of the Durham ECAP.
- Built an [ECAP website](#) to house the plan and an [explainer video](#) that were both sent out with a communications toolkit to over 1,500 people for additional feedback on the Durham community's proposed strategies.
- Created and delivered workshops and training for 20 people on topics such as marketing and communications and non-profit administration during weekly meetings for the NC LiteracyCorps student group.

September 2016 - Present:

Freelance Content Creation and Online Course Services - JSchultzCreates (AffordAnything.com, The Red Carrot)

- Supported online financial course as a teaching assistant for over 170 people and six virtual groups at www.AffordAnything.com.
- Creator of training content and course administrative services for online businesses and learning professionals at www.jschultzcreates.com.
- Created materials and helped facilitate training and recruitment events with over 50 K-12 schools for the ARMY National Guard.

Nov 2017 - Jan 2020:

Wholesale Sales, Customer Success and Wholesale Operations Manager (Acting Director) - Zak the Baker - Miami, FL

- Responsible for developing business plan and development strategy, including product marketing, logistical coordination, and financial tracking for over 150 wholesale partnerships and over \$3.5M in annual revenue.
- Led entire sales pipeline and developed account management system for customer service team to more efficiently monitor and serve over 150 partners from account onboarding through ongoing financial reporting.

Aug 2015 - Aug 2016:

English Teacher - English Program in Korea - Gwangju, South Korea

- Designed experiential English curriculum and camps for 1,000 students, ages 13-17, with 30 students per class at SongGwang Middle School.

Sep 2012 - May 2015:

Program and Partnerships Consultant to U.S. Environmental Protection Agency (EPA) - ICF International

- Assisted over 100 ENERGY STAR manufacturing, utility, retail, and restaurant partners in evaluating their marketing efforts to incentivize ENERGY STAR Certified Products, such as commercial kitchen equipment.
- Led event management, including day-of itinerary, for a 500+ person ENERGY STAR Conference.
- Guided new hires through ENERGY STAR Program Management training, such as submitting monthly and quarterly contract-specific progress reports, and other program-specific leadership development material.

COMMUNITY SERVICE

October 2021 - Present:

Community Advocate, Community Empowerment Fund - Durham, NC

- Conducts weekly office hours to connect community members to essential services and assists with progress towards goals, including healthcare, financial education, career readiness, housing and food assistance.

May 2020 - Present:

Coach and Co-Partner, StepUp Durham - Durham, NC

- Guides and supports formerly incarcerated adults reentering the workforce on health and wellness, financial education, and job material preparation such as mock interviews and resume preparation.

May 2017 - Present:

Annual Volunteer Review Team, Echoing Green - New York, NY

- Coordinates with EchoingGreen.org to review business plans for accepting social entrepreneurs from all over the world into their fellowship program.

November 2017 - January 2020:

Marketing and Partnerships Board Member, Slow Food Miami Chapter - Miami, FL

- Wrote and designed educational materials and social media posts, advertised events, attended monthly meetings and built partnerships as a board member for the Miami Chapter of Slow Food USA.

November 2016 - February 2017:

Volunteer Apprentice and Development Coordinator, - Bali, Indonesia; Xinyuan Township, Taiwan; Bukit Tinggi, Malaysia; Krong Kampot, Cambodia; Invercargill, New Zealand

- Assisted farmers in countries throughout Southeast Asia and Oceania in coordinating new volunteers, developing a marketing and sales presence, planting and harvesting crops, and producing and distributing products.
- Assisted with farm operations and volunteer coordination that led to identifying an opportunity to crowdfund \$1,200 for a rice packaging machine that returned 50 percent more profit to the Tri Hita Karana farming cooperative of 135 Balinese farmers.

June 2014 – April 2015

Substitute English Teacher & Career Readiness Tutor

- Taught English classes of 5-10 adults and provided interview and job preparation tutoring for recent immigrants and refugees to translate skills from their home country to a career in the USA.

EDUCATION

August 2021 - Present

Master of Arts, Educational Innovation, Technology and Entrepreneurship (MEITE), University of North Carolina - Chapel Hill

August 2008 - May 2012

Bachelor of Science, Business Administration and Environmental Studies, University of North Carolina Wilmington