

KEVIN SCHMIDEK

Washington, D.C. 20016 | (650) 625-7248 | ks3684a@student.american.edu

Professional Summary

Motivated and enthusiastic worker with a passion for relationship-building, community activism, and team leadership. Several years experiences with ministry, nonprofit work, and youth instruction. Passion for politics and political discourse, with high levels of knowledge of current affairs and issues. Very driven and goal-oriented, with a strong work ethic and sense of resourcefulness.

Skills

- High degree of fluency in Spanish
- Team leadership
- Social media expert
- Public speaking expertise
- Professional writing
- Interpersonal communication

Education

American University - Washington, D.C.

Bachelor of Arts: Political Science, Minor in Finance

Expected in 05/2022

Undergraduate Certificate in Advanced Leadership Studies in the SPA Leadership Program

Bellarmino College Preparatory - San Jose, CA

05/2019

- Matteo Ricci General Excellence Award Winner (major award given at commencement)
- National Merit Commended Scholar

Work History

Swim Instructor and Developmental Coach

08/2019 to 12/2019

The Nation's Capital Swim Club – Washington, D.C.

- Maximized athlete performance by overseeing targeted physical conditioning programs
- Designed practices for specific swimming strokes to improve technique and skills
- Documented students' progress and gave constructive feedback for areas that could be improved

Financial Administrative Assistant

01/2016 to Current

Damir I. And Virginia A. Schmidek Charitable Foundation – Saratoga, CA

- Approved scholarships and fellowships for arts and education sponsorship and development
- Compiled financial reports pertaining to cash receipts, expenditures, and profit and loss
- Prepared year-end tax reports for submission to the IRS

Head Counselor

06/2016 to 07/2019

Vacation Bible School, St. Simon Elementary School – Los Altos, CA

- Managed operations for 200 campers and 100 counselors, training some to take on larger leadership roles
- Led programs such as worship, study, fellowship and service opportunities
- Instructed children 4 to 11 years old on proper health, personal habits, and good behavior using the positive reinforcement method
- Communicated with parents through enrollment, tours, newsletters, conferences and direct personal communication