

HALLEY KRETSCHMER

(239) 595-6543

halleykretschmer@gmail.com

955 Iris Ct. Marco Island, FL 34145

EDUCATION

B.S.Ed. COMMUNITY PROGRAM DEVELOPMENT

Minors: Special Education;
Anthropology
University of Miami
Coral Gables, FL
2019

SKILLS

LANGUAGE

Working proficiency:

Spanish

American Sign Language

TECHNICAL

Microsoft Office

Apple iWorks

Adobe Creative Suite

Constant Contact

Social Media Platforms

Raiser's Edge

QuickBooks

ACTIVITIES

SPECIAL OLYMPICS OF NY

POLAR PLUNGE

TEAM "BIG ED'S BIG HEARTS"

MANAGER

SPECIAL OLYMPICS WORLD

GAMES

2015 WORKFORCE

MANAGEMENT VOLUNTEER

UBELONG

"CARING FOR INDIVIDUALS
WITH DISABILITIES"

VOLUNTEER – CUSCO, PERU

PROFESSIONAL EXPERIENCE

COMMUNITY ENGAGEMENT INTERN *Special Olympics FL – Miami-Dade | Miami, FL | Jan. 2019 – May 2019*

- Assisted with the implementation of Unified Champion Schools in Miami-Dade County
- Recruited new community members to volunteer at events and maintained communication through email, online databases, and registration portal
- Prepared for events by managing guest lists, securing volunteers, and soliciting auction items
- Researched and established relationships with potential corporate and local donors

EDUCATION PROGRAMS ASSISTANT *Naples Botanical Garden | Naples, FL | Aug. 2018 – Apr. 2019*

- Collaborated with Garden staff to develop materials and curriculum for formal and informal educational programming
- Represented the education department in grant research and development
- Delivered youth and adult drop-in programs and tours, including general and special education field trips and programs for adults with dementia
- Planned and executed monthly Sensory-Friendly events and activities
- Coordinated volunteer schedules, assigned duties, and facilitated day-of tasks

THERAPEUTIC HORTICULTURE INTERN *Naples Botanical Garden | Naples, FL | Feb. 2018 – Jul. 2018*

- Developed, planned, and delivered field trips for Exceptional Student Education classrooms
- Assisted with the preparation and implementation of therapeutic horticulture programs for youth and adults
- Conducted disability information sessions for staff and volunteers

HEAD CHEER COACH *Lely High School, Collier Co. Public Schools | Naples, FL | Apr. 2016 – Present*

- Plans, organizes, and directs the cheer program in athletics, fundraising, and community engagement
- Supports participants in achieving a higher level of skill, an enhanced appreciation for the values of discipline and teamwork, and an increased level of self-esteem

MANAGER *Kretch's Restaurant | Marco Island, FL | May 2013 – Present*

- Recruit, train, and supervise front-of-house staff members
- Order inventory, oversee delivery, and track expenses
- Serve as contact and assist in planning of catering events, sponsorships, and fundraisers
- Maintain financial records and prepare budgets

THERAPEUTIC RECREATION COUNSELOR *Collier Co. Parks & Rec. | Naples, FL | Sep. 2014-Dec. 2014*

- Provided direct supervision to a group of individuals with diverse abilities in the after-school program
- Determined goals and objectives to develop living, behavioral, and social skills
- Assisted camp members with daily needs, i.e. toileting, feeding, transferring, and positioning

PROGRAM DEVELOPMENT INTERN *Mailman Center for Child Development | Miami, FL | Jan. 2013 – May 2013*

- Contributed to the development of interdisciplinary family service plans regarding academic, recreational, and vocational goals
- Created and presented an advocacy plan to promote disability culture
- Attended weekly trainings and seminars for cultural and linguistic competency in family-centered care