

Michael Schaller

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EDUCATION	M.Ed. , 2004, University of Oregon B.A. Psychology, English Minor , 1995, University of Nebraska-Lincoln
SKILLS	Accounting / Labor Compliance <ul style="list-style-type: none">▪ Processed accounts payable for multiple projects, public and private, with BIS accounting software.▪ Oversaw on-line certified payroll submission for general and sub-contractors using Elations and LCP Tracker software.▪ Tracked 1st and 2nd tier lien waivers, insurance and contract status. Management / Training / Organizational Ability <ul style="list-style-type: none">▪ Created and implemented an after-school program for at-risk Latino children, incorporating education, sports, and life skills.▪ Worked extensively with 10 children to act as a liaison between their family, school, community, and the Hispanic Center. Established a school tutoring program for 40 youths, utilizing one-on-one and group teaching philosophies. Communications / Language / Creative Projects <ul style="list-style-type: none">▪ Taught Sophomore and Senior College Prep courses, including composition, literature criticism, and state-wide test preparation.▪ Scored and evaluated student writing from the Oregon Statewide Writing Assessment using the official six trait-scoring guide to assess benchmarks. Based on in-person rating reliability, was accepted to take part in pilot program to score writing assessments on-line.▪ Taught individual and small group guitar and bass, with levels ranging from beginner to advanced.▪ Taught adult-ed short story writing, Introductory and intermediate guitar classes, and chess. Developed and implemented curriculum involving history, theory, and practice in various subject areas.
EXPERIENCE	Accounting Assistant , Oliver & Company, Inc., 2/08-9/10 Instructor , Art & Soul Music Studios, 02/08-01/09 Instructor , Music Academy of Chelmsford, 9/05-12/07 Instructor , Brookline Adult and Community Education Program, 1/05-12/07 High School English Teacher , Littleton Public Schools, 8/04-6/05 Stagehand , International Association of Theatre and Stage Employees (IATSE locals 675 and 11), 6/98-8/04. AmeriCorps Youth Programs Coordinator , Hispanic Community Center, 2/97-12/97
ACTIVITIES	Self-Employed , musician, writer, educator Meals on Wheels , volunteer, 2/10-11/10

REFERENCES	Larry Gieseke , CFO, Oliver and Company 1300 South 51st St, Richmond, CA 94804. (510) 412-9090, larry@oliverandco.net
	Andrew Rega , Owner, Music Academy of Chelmsford 73 Princeton Street, Chelmsford, MA 01863, (978) 251-7741, info@musicacademyofchelmsford.com
	Monica Von Huene , Program Coordinator, Brookline Adult and Community Education Program P.O. Box 150, Brookline, MA 02446 (617) 730-2700 x109, monica_vonhuene@brookline.k12.ma.us