

salesforce

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**BAC-7181****Contact Information**

Contact Name	Mary "Jeneverre" Schultz	Home Address	25995 East Euclid Drive
Preferred Phone	3035485892	Home City	Aurora
Preferred Email	jeneverre@hotmail.com	Home State	CO
Other Phone	3038714474	Home Zip	80016
Other Email	mary.schultz@du.edu	County	Arapahoe
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	No
SSN	[REDACTED]	Race/Ethnicity	Asian
Gender	Female	Other Ethnicity	
Other Gender		Salutation	Mrs.

**Board Information**

Board Name	Asian American Pacific Islander Commission	Other boards or commissions served	
Status	Appointed	Resigned	
Term Start Date	4/22/2021		
Term End Date	1/22/2023		

**Work Information****Additional Information**

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Arapahoe	Special Information	
Denver City Council District No	N/A		

**Education and General Qualifications**

Name of High School	Bishop Amat Memorial High School	Name of Graduate School	Regis University
Location of High School	La Puente, CA	Location of Graduate School	Denver, CO
# of Years Attended High school	3	# of Years Attended Graduate School	2
Did you Graduate High School	Yes	Did you Graduate	Yes
		Graduate Major	Nonprofit Management
Name of College	California State University		
Location of College	Fullerton, CA		

# of Years Attended College 4  
 Did you Graduate College Yes  
 Undergrad Major Journalism

**Reference Details**

Reference Name #1	Rhodora Reyes	Reference Email #1	rhodora.reyes@gmail.com
Reference Phone #1	9092630418	Reference Address #1	1315 Turquoise Circle
Reference Name #2	Bernice Choo	Reference Email #2	bernicesd@aol.com
Reference Phone #2	9099734646	Reference Address #2	36 Alicante Circle
Reference Name #3	Peter Kim	Reference Email #3	omds@comcast.net
Reference Phone #3	3039032487	Reference Address #3	13001 Bellaire Street, Thornton, CO 80241

Agree to a background check

Owner Romaine Pacheco

Created By Denver Integration, 4/12/2021 12:12 PM

Last Modified By SalesforceAdmin Team, 4/27/2021 7:15 PM

**Notes & Attachments**

**Certificate of Appointment - a071Y00001TyCLZ.docx**

**Congrats Letter - a071Y00001TyCLZ.docx**

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 Description  
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**Resume.doc**

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# Mary J. Schultz, MNM

25995 East Euclid Drive  
Aurora, CO 80016  
(303) 548-5892  
Jeneverre@hotmail.com

## ***Program Assistant: Center for China- U.S. Cooperation of the Josef Korbel School of International Studies***

- Assisting the Executive Director with the process and publication of the Journal of Contemporary China (<https://www.du.edu/korbel/china/publications/journal-contemporary-china.html>) to guarantee on-time publication of pending issues
- Writing, editing and distributing the bi-annual newsletter to the China Center's community to recap and show the activities of the Center (<https://www.du.edu/korbel/china>)
- Maintaining and updating the website
- Disseminating current information about the China Center via website, newsletters, brochures and e-mail

## ***Project Director: Financial Education Content Writer and Editor***

- Managed financial educational projects, including production and design of educational booklets, websites and brochures for more than 100 collaborators, agencies and clients
- Recruited, maintained and assessed creative and technical talents of artists, writers and consultants
- Negotiated contracts with technical advisors and graphic professionals
- Worked with clients to develop ideas, project concepts and related outcome
- Customized and tailored themes to the specific and diverse audiences
- Aligned with the organization's mission and vision
- Adhered closely to detail while maintaining the strategic goals

## ***Inter-Agency Project Collaborator***

- Created master formats on publication development for collaboration and ongoing relationships with: **Adoption Exchange/Child Welfare League of America, American Indian College Fund, First Nations Oweesta Corporation Drunk Driving, United National Indian Tribal Youth, Inc.**
- Developed content and formats on publication, train-the-trainer modules, Web platforms and brochures for: **Boys and Girls Club of America, Inc., Girls Scouts of USA, Young Women's Christian Association**
- Worked closely with government entities such as Consumer Financial Protection Bureau, Consumer Action and the Internal Revenue Service's nonprofit arm called VITA
- Shaped messaging and awareness while executing quarterly webinars to engage an average of 500 attendees about financial security
- Built a relationship from exhibitor to strand partnership with leaders of adult education
- Drafted crisis communication plan for consumers, who were terminated, about to lose a home and/or facing recession through a project called **Economic Survival Tips**
- Planned conferences through details of exhibits, sessions and sponsorship to maximize the presence of free resources in financial literacy through social media campaigns
- Developed external communications plan, showing excellent writing and editorial skills for more than 100 nonprofit alliances
- Produced internal communications document for website, Financial Workshop Kits on modifying, revising and maintaining an audience's attention in teaching financial literacy
- Advocated for adult learners through public policy and governance issues
- Provided excellent customer service through detailed event planning, making travel arrangement for others and representing the nonprofit as a director.

## ***Facilitator and Trainer (Facilitated for nine years, showcase most recent facilitations)***

- Participated as a volunteer executive director for the **National Federation of Filipino American Associations, Denver, December 2018**
- Engaged as a volunteer commissioner on creating awareness of this quasi-government entity for the **Denver Asian American Pacific Islander Commission, (also known as DAAPIC) Denver, January 2018**
- Attended strategic planning with the **National Council of La Raza, Washington, DC, Oct 2010**
- Strategizing with **Catholic Charities** on building a community plan blueprint on creating a framework on teaching financial literacy
- Facilitated focus groups with **Pacer Center, Champions for Children with Disabilities**

- Moderated sessions with **Colorado Community Action Partnership** on evaluation

## Education

### **Leadership Education for Asian Pacifics, Inc.**

Nonprofit Training as Asian Leaders  
Los Angeles 2016  
New York 2017

### **Regis University, Master's Degree**

Nonprofit Management  
Denver, CO • 2009

### **California State University, Bachelor of Arts**

Major • Communications: Journalism  
Minor • Political Science: International Affairs  
Fullerton, CA • 1990

## Professional Development & Training

Certified Financial Planner Board, Denver, February 2019  
Prosperity Summit, Washington, DC, September 2018  
National Conference on Diversity and Race, Columbus, Ohio, March 2017  
Higher Education Diversity, Denver, CO September 2016  
Tech for Technology, Denver, CO, February 2015  
Women's Empowerment, Denver, CO September 2014

## Awards

### **Clarion Awards**

Online Media Website [www.FinancialWorkshopKits.org](http://www.FinancialWorkshopKits.org) 2015  
**Excellence Award: Collaboration with the Habitat for Humanity**  
Intermountain Chapter of the Society for Technical Communication • 2009  
**Bronze Quill: Collaboration with American Foundation for Suicide Prevention**  
IABC Colorado Chapter • 2005

## Skills & Certifications

Trained in ROMA, Results Oriented Management & Accountability (ROMA),  
PowerPoint, Publisher, Excel, Microsoft Word, Access, Microsoft Project, Event Management Software (25Live),  
Program Trainer Certification, Group Work Trainer, Project Management, MailChimp, Google Analytics

## Community Service

- Volunteer **Women's Foundation of Colorado** • Denver, CO • 2019 - Current
- Volunteer commissioner **Denver Asian American Pacific Islander Commission** • Denver, CO • 2018 - Current
- Volunteer board member **Aurora Asian Partnership** • Denver, CO • 2016 - Current
- Board member. **Denver Center for Integration** • Denver, CO • 2008 - 2012

## Freelance Writing

- *Asian Avenue Magazine*
- *Hospitality 21 Website*
- *Jeneverre's Travel (Blog about the Philippines)*
- *Edible Front Range Magazine*
- *Examiner.com*
- *Filipinas Magazine*
- *Inland Catholic*
- *Women's Edition*

## Languages

Understand and comprehend Tagalog (native language of the Philippines)