JEANNIE STRANZL (she/they)

jeannie.stranzl@gmail.com

EDUCATION

University of Illinois Chicago *Fall 2023 - present*
Master of Public Health in Community Health Sciences
- IL-LEND Trainee in Leadership for Neurodevelopmental Disabilities *(Fall 2024 – Spring 2025)*
- ENGAGE-IL Fellowship in Interprofessional Geriatrics *(Summer 2024)*

Midwest Permaculture *Summer 2024*
Certificate - Permaculture Design

gener8or skills *Summer 2023*
Certificate – Project Management

Metaphysical Medicine LLC - Milwaukee, WI *Summer 2020*
Certificate - Reiki Level I

Marquette University – Milwaukee, WI *Fall 2016 – Spring 2018*
Master of Arts in Public Service Administration – Nonprofit Sector Concentration
- **Professional Project: "**A Model for Special Education in the Seton Catholic Schools Network" *(report completed 4/2018)*
- **Fellowship:** Trinity Fellows Program for commitment to leadership in social and economic justice
- **Campus Leadership:** Gender & Sexuality Alliance, Counseling Center Advisory Board
- **Training:** Introduction to the Seven Essential Ingredients of Trauma-Informed Care – Wellpoint Care Network *(1/2017)*

Santa Rosa Junior College & Napa Valley College - North San Francisco Bay Area, CA *Fall 2013 – Summer 2015*
Social & Behavioral Sciences
- Sociology, Psychology, Statistics, Anatomy, Human Resources Management, Career Development

Smith College – Northampton, MA *Fall 2008 – Spring 2011*
Bachelor of Arts in French Studies and African Studies
- **Campus Leadership:** Smith Association of Class Activists, Spirituality in Action, Hopkins House Cooperative
- **Study Abroad:** School for International Training, Senegal – National Identity and the Arts *(Fall 2009)*
    - **Research**: Completed an independent research project in studio art: shadowed, observed, and collaborated with a local artist in order to learn the art of Batik through full immersion in the preparation and creation process.

University of Puget Sound – Tacoma, WA *Fall 2007 – Spring 2008*
Coolidge Otis Chapman Honors Program
- **Campus Leadership:** Peer Judicial Board, Crosscurrents Literary Magazine, B-GLAD, Concert Band, Dining Services

El Molino High School – Forestville, CA *Fall 2003 – Spring 2007*
Proud product of West Sonoma County public schools!
- Band & Jazz Band, Studio Art, Peer Support, GSA, Sonoma County United Methodist Youth Group

EXPERIENCE

Community Development Alliance - Milwaukee, WI
Member - Resident Advisory Council on Housing *4/2026 - present*

Milwaukee Habitat for Humanity *1/2026 - present*
Member - Homeowner Advocacy Advisory Committee

Tricklebee Cafe – Milwaukee, WI
Kitchen Volunteer *11/2025 - present*

Schlitz Audubon Nature Center - Milwaukee, WI
Visitor Information Desk Volunteer *11/2025 - present*

The Cathedral Center – Milwaukee, WI
Volunteer & In-Kind Gift Coordinator *3/2025 - present*
Recruit, evaluate and supervise volunteers for a broad range of roles in an environment serving women and families who are experiencing homelessness or housing insecurity. Screen in-kind donation offers; receive, record and process donations. Assist with fundraising and communications projects as-needed as a member of the Development team. Member of Trauma-Informed Care Committee.

Riverwest Co-op – Milwaukee, WI *8/2019 - 9/2025*
Volunteer

- **Customer Service:** Completed transactions at the cash register including but not limited to grocery purchases, café orders and membership sign-ups. Trained to handle cash, credit card, debit card, and EBT transactions. Assisted with logistics and leading activities at special events as needed.
- **Board Governance:** Served as an Interim Board Member from March 2020 – June 2021. Participated in monthly meetings to evaluate policies and procedures, analyze financial data, and resolve other matters as needed. Assisted in the creation of a restructuring plan to revise the staff structure of the organization based on demonstrated need.

WRTP | BIG STEP – Milwaukee, WI
Program Coordinator *12/2024 – 2/2025*
Conducted recruitment, case management, and retention for adult Construction industry training programs. Coordinated class schedules, supplies, instructors, room assignments, and special off-site events. Recorded attendance, required milestones, and other important notes in Efforts to Outcomes database.

COA Youth & Family Centers – Milwaukee, WI
Development Systems Coordinator *6/2024 – 11/2024*

- **Fundraising Support:** Fulfilled all responsibilities of previous Data Assessment Coordinator role while also updating and maintaining organizational donor database, preparing donation reports for Development and Finance Directors, and drafting and mailing acknowledgements to donors.

Data Assessment Coordinator *10/2022 – 5/2024*

- **Fundraising Support:** Provide Development team and other high-level administrators with data for grant applications, policy evaluations, and internal and external progress reports. Assist with logistics and operations for Development-led events. Research grant prospects according to various emerging programmatic needs throughout the organization.
- **Technical Assistance:** Train COA's Early Education and Youth Development staff in usage of Procare data management database. Monitor and assist in the maintenance of data integrity in Procare database. Research appropriate data management and integration solutions for various organizational programs.

Goldin Early Education Center Program Administrator *8/2021 – 10/2022*

- **Nonprofit Operations & Management:** Recorded parent payments in Procare database and in Microsoft Access database managed by COA's Finance department. With other administrators, assisted in enforcing parents' payment of tuition in a timely manner. Reviewed and completed tuition agreements with parents. Reviewed and approved scholarship applications according to organizational policy. Monitored EBT Edge and Child Care Provider Portal accounts to check status of Wisconsin Shares payments and authorizations. Entered and processed credit card payments for tuition in PayHub processing program. Met with high-level COA management staff and other stakeholders to review financial policies. Completed Administrative Assistant tasks and acted as Manager on Duty as needed. Stepped into classrooms to assist with caring for children as needed.

Goldin Early Education Center Administrative Assistant *3/2021 – 8/2021*

- **Nonprofit Operations & Management:** Staffed the EEC front desk area in a welcoming and professional manner. Maintained integrity of child and parent data in Procare database and in paper files. Scheduled and conducted all aspects of parent orientations (giving a tour of the facilities, coordinating a family's first meeting with their child's classroom teacher, explaining rules of conduct, explaining tuition rates and making financial agreements). Assisted in enforcing parents' payment of tuition in a timely manner. Assisted EEC Teachers and other administrative staff in preparing Department of Family Services-compliant and Child and Adult Care Food Program (CACFP) paperwork weekly and monthly.

Common Ground – Milwaukee, WI
Administrative Organizer *6/2019 – 2/2021*

- **Community Relations:** Composed and distributed general organizational update emails as well as email blasts and flyers for specific events. Posted event information and relevant news articles on Common Ground's official website and to its official Facebook page. Screened general inquiries via phone or email before distributing to Community Organizers or other relevant leaders. Recruited volunteers to participate in campaign activities; tracked and managed volunteer data and produced volunteer engagement reports.
- **Fundraising & Development:** Recorded donations in NationBuilder constituent management database and created and sent out acknowledgement letters to donors in a timely manner. Produced and distributed giving reports from NationBuilder and Donorbox monthly as well as on an as-needed basis to key organizational leaders.
- **Project Management:** Reserved spaces for small-group leadership meetings and larger special events, following up with relevant contacts as needed. Oversaw special event setup, cleanup, and other logistics with the assistance of volunteers. Produced and procured supplies for special events and routine tasks as needed. Created and maintained online shared databases for storing important documents and recording constituent engagement at events. Managed operational logistics for COVID-safe door-to-door canvassing campaign for voter registration during the 2020 Presidential Election season.

America Works of Wisconsin – Milwaukee, WI *10/2018 – 6/2019*
Corporate Representative

- **Adult Services:** Conducted outreach to a caseload of at least 30 clients in order to ensure client success in maintaining full-time employment. Trained in Wisconsin Works (W-2) case management protocol and policy under the guidelines of the State of Wisconsin Department of Children and Family Services.
- **Project Management:** Worked on a team of three administrators to facilitate the creation and processing of over 100 statewide financial incentive program requests per month – conducted outreach via phone and email to external partners in order to obtain data in a timely manner, carried out a high volume of detail-sensitive data entry, and maintained efficient systems of recording and storing incentive request data in order to ensure statewide program compliance.

Seton Catholic Schools – Milwaukee, WI *5/2017 – 5/2018*
Graduate Assistant - Social Services Program Analyst

- **Research**: Conducted academic and qualitative research in areas such as social work, counseling, special education, health & wellness, extracurricular enrichment, and parent & family engagement. Designed and carried out surveys and interviews with professionals in relevant fields.
- **Professional Writing:** Prepared literature reviews and other reports and summaries synthesizing research findings.
- **Project Administration:** Assisted with Special Needs Scholarship Program application and enrollment process, Student Services Director position development and recruitment, and other relevant projects as needed.

Developmental Disabilities Resource Center – Lakewood, CO *6/2015 – 7/2016*
Records Secretary
Maintained well-organized and up-to-date client files in support of effective resource coordination for program participants. Completed receptionist duties as needed. Adhered to HIPAA-compliant policies and procedures for highly sensitive, confidential documents.

Community Building Partnership for Youth in Transition (CBPYT) AmeriCorps Program - Denver, CO *10/2014 – 7/2015*
Youth Mentor: New America School-Lakewood

- **Case Management:** Actively recruited and maintained a caseload of 15+ students. Provided academic support, tutoring, and guidance around workforce readiness and postsecondary education. Regularly tracked, recorded, and reported student participation and success data. Collaborated with teachers and staff to develop effective intervention strategies tailored to individual students' needs.
- **Workforce & College Readiness:** Helped students search and apply for appropriate jobs and assisted with the completion of college admissions and financial aid paperwork.
- **Service Project Coordination:** Ensured student completion of required community service hours by planning, recruiting, and leading service-learning projects and other volunteer opportunities. Maintained an up-to-date list of community organizations for students to utilize in planning individual volunteer projects.

Robert Half (OfficeTeam & Accountemps) - Sonoma County, CA *9/2013 - 8/2014*
Administrative Assistant (Temp.)

- Bevill Vineyard Management - Healdsburg, CA
- Intelisys - Petaluma, CA
- Northern California Medical Associates - Santa Rosa, CA
- Becoming Independent Adult Day Program - Healdsburg, CA

Catholic Charities of Northwest California - Santa Rosa, CA *9/2013 - 4/2014*
Volunteer - Data Entry & Community Outreach

Sonoma County Fair - Santa Rosa, CA *7/2013 - 8/2013*
Cashier (Seasonal)

VIP PetCare - Windsor, CA *7/2013 - 8/2013*
Data Entry Clerk (Temp.)

HauteButch - Santa Rosa, CA *3/2013 - 6/2013*
Shipping Clerk

CalSERVES AmeriCorps Program – Napa County, CA *8/2012 – 1/2013*
Afterschool Program Leader & Volunteer Coordinator: Calistoga Family Center

- **Volunteer Recruitment & Coordination:** Recruited adult volunteers through networking, tabling, and posting flyers. Interviewed prospective adult volunteers to assess interests and skills. Conducted onboarding and orientation for volunteers. Met with volunteers to assess their satisfaction. Maintained attendance records of clients and volunteers for grant reporting purposes.
- **Youth Enrichment:** Facilitated enrichment activities (cooking, art, games) and assisted students with academic assignments both individually and in small groups.
- **Fundraising:** Assisted with development efforts in support of extracurricular programming. Solicited donations from local businesses for a raffle, coordinated raffle logistics, and composed thank-you letters to donors.

Lycée Lislet Geoffroy - Sainte-Clotilde, Reunion Island (France) *10/2011 – 4/2012*
English Language Teaching Assistant
Worked with students ages 15-22 at an urban public high school in order to practice English conversation and comprehension skills. Collaborated with instructors to plan and co-teach lessons.

Sebastopol United Methodist Church - Sebastopol, CA *Summer 2011; 9/2013 - 10/2014*
Sunday School Teacher & Childcare Assistant

Hopkins House Cooperative – Smith College, Northampton, MA *9/2010 – 5/2011*
Resident
Collaborated with 17 housemates to prepare communal meals and maintain the cleanliness of common spaces. Planned meals to accommodate peers who were vegan, vegetarian, and/or had significant food allergies. Participated in consensus decision-making about house policies and other relevant emerging issues.

The Urban Defense Project *(defunct)* – Cleveland, OH *5/2010 – 8/2010*
Community Outreach & Weatherization Intern
Completed door-to-door outreach to residents around locally available and affordable home energy efficiency resources. Conducted resident surveys in strategically chosen neighborhoods; submitted findings to Policy team for a needs assessment.

St. Anthony Foundation – San Francisco, CA *6/2009 – 8/2009*
Justice Education, Volunteer, and Advocacy Intern

- **Support Services:** Provided job readiness training and computer skills to homeless and low-income adults individually and in groups. Served lunch at the Dining Room and breakfast at the Living Room.
- **Research**: Conducted a literature review of stratification in access to education within the city and county of San Francisco; created a summary and presented findings to supervisor and cohort.

University of Puget Sound - Tacoma, WA *2/2008 - 5/2008*
Dining Services Employee - Cookie Baker

Kara Jewelry - Graton, CA *9/2004 - 5/2005*
Clerk

Private Family - Graton, CA *9/2004 - 5/2005*
Volunteer Tutor - Elementary Math & English

Sierra Service Project – Sacramento, CA *7/2004, 7/2005, 7/2007 and 7/2008*
Volunteer – Community Service & Leadership

- **Staff-in-Training (2008):** Spent a week shadowing and collaborating with staff in various roles and tasks, including meal preparation, planning and leading service reflection activities, visiting construction sites, and supervision and engagement of youth volunteers.
- **Youth Volunteer (2004-2007):** Traveled to high-need rural and urban communities in the Western United States to spend a week completing construction and beautification projects (i.e., building a wheelchair ramp for a physically disabled senior citizen).

TECHNICAL SKILLS – COMMUNICATION AND DATA MANAGEMENT

Blogging and Website Design – Blogger, SquareSpace, Tumblr, WordPress
Communications: Jitsi, Skype, Zoom
Databases – Aeries, America Learns, Bloomerang (CRM), CaseTrakker Dynamo, Donorbox, DonorPerfect (Salesforce), DonorSnap, Efforts to Outcomes, Infinite Campus, OnCorps Reports, NationBuilder, NGP VAN, Procare, Raiser's Edge, RPM, Sage (CRM)
Google applications – Calendar, Docs, Forms, Gmail, Maps, Meet, Sheets, Slides
Microsoft applications – Access, Excel, Outlook, PowerPoint, Publisher, SharePoint, Teams, Word
Social Media – Facebook, Instagram, LinkedIn, Pinterest

FOREIGN LANGUAGE PROFICIENCY (as defined by the U.S. Department of State)

French – Professional Working Proficiency
Spanish – Limited Working Proficiency
Portuguese – Limited Working Proficiency
French-based creole languages – Elementary Proficiency
Wolof – Elementary Proficiency
Italian – Elementary Proficiency
German – Elementary Proficiency