



City of Bandon

555 Hwy 101, PO Box 67
Bandon, OR 97411
(541) 347-2437

Bandon by the Sea

CITY COUNCIL CONSENT AGENDA	DATE: 8-5-2024
SUBJECT: APPOINTMENT TO LIBRARY BOARD	ITEM NO: 3.11

BACKGROUND:

Due to vacancies on Library Board
Mayor will be appointing Michele Schaefer

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to accept the appointment of Michele Schaefer as part of the consent calendar

SUBMITTED BY:

June Hinojosa, City Recorder

CITY OF BANDON

APPLICATION FOR COMMITTEE, COMMISSION OR OTHER VOLUNTEER POSITION

File with the City Recorder's Office

Committee appointments are normally effective July 1. However, vacancies occur throughout the year and appointments can be made at any time. Appointments are four years (3 years for Budget Committee), unless the appointment is to complete the term of a vacancy. The following are the committees of the City. Please indicate your preference by numbering your first and second choice.

Budget Committee (City residents only)	_____	Planning Commission	_____
Library Board	X	Committee for Community Involvement	_____
Parks & Recreation Commission	_____	Other	_____

Vacancies on the Planning Commission, when advertised, have a selection procedure established by the Bandon Municipal Code. The City Council and/or Mayor occasionally establish short term committees for a specific purpose and a specified period of time.

Today's Date	7/22/24
Name	Michele Schaefer
Physical Address	3930 Beach Loop, Bandon, OR 97411
Mailing Address	Same
Is your home located within city limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your home located within the Bandon School District?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Main Phone <input type="checkbox"/> Home <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Office	541-301-2554
Other Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Office	
Email	mschaefer66@gmail.com
What is your occupation or was your occupation pre-retirement?	Operations Coordinator/former teacher

PLEASE SUBMIT A RESUME WITH YOUR APPLICATION

Are you related to any member of the City Council, Planning Commission, or any other standing committee member? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify:
Do you have a business relationship with any of the above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify:

OFFICE USE ONLY

Date filed with City Recorder: _____

DATE APPOINTED (m/d/y)	TERM EXPIRES (June 30, XX)	TERM* (partial, 1 st)	REPLACED
DATE REAPPOINTED (m/d/y)	TERM EXPIRES (June 30, XX)	TERM* (1 st , 2 nd)	COMMENTS
OFFICE HELD (Chair, Vice Chair)	DATES HELD OFFICE		

*2/3 of a term left on a vacancy constitutes a full appointment (BMC)

RESIGNED EFFECTIVE DATE: _____

Reason for leaving:



MICHELE SCHAEFER

541.301.2554

Mschaefer66@gmail.com

PROFESSIONAL SUMMARY

Extremely skilled office professional with experience in education, managing high-profile projects, developing policies and procedures, and maintaining key stakeholder relationships. Proven track record improving customer/member satisfaction, increasing revenue, and streamlining workflow. Exceptional skills in administrative support, event planning, project management, email/travel/calendar management, and a solid passion for supporting others and making a difference.

SKILLS

- Office Management
- Strategic Planning
- Data Collection/Reports
- Event Planning/Execution
- Technical Support
- Organization

EXPERIENCE

Operations Coordinator Feb. 2024 - Current

Community Action Partnership of Oregon

- Plan/Coordinate events for the organization and network (trainings, webinars, conferences, peer support groups).
- Work closely with the state CSBG Coordinator for state-wide CSBG trainings and events.
- Support meeting logistics and Zoom meetings, including regular Board meetings.

Executive Assistant

Student Television Network

November 2022 - Current

- Integrating methods to organize communication, meeting infrastructures, and data strategies for the CEO and staff/board members in a pressure-tested environment.
- Improved executive-level support efficiency by 20% in 3 months. Gatekeeper of Executive's time.
- Delivered diverse, high-quality administrative and operations support to ensure practical travel arrangements, calendar management, and executive data recordings.
- Large scale event planning, logistics, and support. Intern recruiting, training, and leading.

Executive Assistant

Early Learning Ideas

January 2020 - October 2022

- Boosted customer satisfaction by 68% through positive business acumen, operational management, and high-level multi-project execution.
- Designed marketing campaign ads for high-profile clients and developed off-boarding/removal of all accesses post-expiration date.

- Increased efficiency of executive's schedule by 80% in 6 months, streamlining organizational processes.

Teacher & Instructor

August 2016 - August 2023

Medford School District | Medford, OR

- Employed compassion and respect to teach an online curriculum through various virtual platforms to support 100+ students through innovative instruction for three years. Employed the same compassion to teach in person for six years.
- Cultivated loyal partnerships with parents to share classroom environment expectations, child learning instructional goals, and growth development techniques.
- School Union Leader and mentor teacher: leveraged three years facilitating policy structures, participating in union meetings, and mentorship initiatives for student teachers for five years.

Executive Assistant

January 2016 - January 2018

Reliable Mobile Labs | Medford, OR

- Data management and executive assistant champion recognized for implementing systems that elevated efficiency by 47% of reports, spreadsheets, and the progress of data entry rates.
- Streamlined a daily queue of email correspondence and requests from executive leadership teams and developed workflows that maintained 100% productivity.

Project Manager

January 2015 - January 2017

Health and Human Services | Medford, OR

- Partnered with 12 local organizations and non-profits to align grant goals and program initiatives and executed grant cycle reports for the Department of Justice: reduced project costs by 15% in 6 months.
- Organized grants calendar by conducting research, analyzing data, compiling detailed reports for executives, and composing effective communications through proposals and reports.

Outreach Coordinator

January 2009 - January 2015

AllCare Health Plan | Medford, OR

- Maternity population outreach to support healthier birth outcomes; developing and implementing strategies to engage with the target audience.
- Identified key stakeholders and coordinated meetings to promote collaboration.
- BABE store founder

EDUCATION

Bachelor of Arts

San Jose State University, San Jose, CA