

Rita Schrimpf CMP

<http://home.roadrunner.com/~schrimpf/rita/resume/>
rita.schrimpf @ gmail.com

VOLUNTEER WORK HISTORY

Corresponding Secretary (Newsletter Editor), Tole Painters of the Western Reserve chapter, Society of Decorative Painters, Wadsworth, Ohio, 2009 to Present

Therapeutic Musician, University Hospital's Ireland Cancer Center at Southwest General Health Center, Middleburg Heights, Ohio, 2006

Grace Community Fellowship (WCG), Akron-Canton Ohio congregation, 2000 to 2009

- ♦ WebServant (<http://grace.gcichurches.org>), 2000 to 2009
- ♦ Facilitator, Journey Small Group, 2005 to 2007
- ♦ Account Reviewer, 2004 to 2006
- ♦ Facilitator, Leaders' Equipping Small Group, 1999 to 2005
- ♦ Director of Christmas Musical Program, 2001 to 2005
- ♦ Director of Communications, 2000 to 2003
 - ♦ Editor, *Grace Notes*, monthly newsletter
- ♦ Advisory Council, charter member, 1999 to 2002
 - ♦ Finance committee, 2000 to 2002
 - ♦ Secretary, 1999 to 2001
- ♦ Director of Finance, 2000 to 2001

Webmaster, Cook Forest Folk Gathering, Clarion and Cook Forest, Pennsylvania, 2004

Worldwide Church of God (WCG), Great Lakes District, Ohio region

- ♦ District Retreat Registrar, 1999 to 2002
- ♦ District Retreat Treasurer, 1998 to 2002

Secretary, Women's Ministry Committee, Encounter 2000 Crusade, Canton, Ohio, 2000

Worldwide Church of God (WCG), Akron, Ohio congregation

- ♦ WebServant (<http://churches.wcg.org/akron-oh/>), 1999
- ♦ Church Treasurer, 1997 to 1999

Assistant Editor of Church Bulletin, Worldwide Church of God, Cleveland & Lorain, Ohio, congregations, 1994 to 1996

Interim Newsletter Director, *Summit Report*, Institute of Management Accountants, Akron, Ohio, 1995

Director of Newsletter, *Interim Report*, Institute of Management Accountants, Cleveland, Ohio 1993 to 1995

President, Accounting Association, Dyke College*, Cleveland, Ohio, 1993 to 1995

- ♦ Editor, *Quarterly Report*, 1993 to 1994
- ♦ Served on student subcommittee for college's strategic planning committee in junior year, 1993 to 1994.

Office Assistant, Grant Elementary School, Lakewood, Ohio, 1989 to 1990

Telemarketer, *Plain Truth* Magazine, Lakewood, Ohio, 1987 to 1988

* Since renamed *Chancellor University*

SKILLS & ACCOMPLISHMENTS

Therapeutic Music

- ♦ Played live acoustic music on Celtic harp for cancer patients in the outpatient cancer infusion center and inpatient cancer floor to provide a soothing, healing environment.

Leadership

- ♦ Serve on board of directors for local chapter of a decorative arts organization. 1+ years
- ♦ Facilitated small group of church leaders, mentoring, training and equipping others for personal and church ministry. 8 years
- ♦ Facilitated neighborhood small group, nurturing members & equipping for personal ministry. 2 years
- ♦ Periodically taught spiritual topics to groups of women. 9 years
- ♦ Served on advisory council (3+ years, charter member, secretary), finance committee chair (2 years).

Event Organizing

- ♦ Registered event applicants — assigning rooms, recording payments, registering at event site, managing finances, and reporting to event organizer. 5 years
- ♦ Worked on a team of over twenty women from many different denominations in only seven and one-half weeks to organize a successful one-day conference with over 900 women in attendance. As secretary, recorded meeting minutes and distributed reports.

Management and Administration

- ♦ Webmaster for local church website — designed and maintained collection of articles, bible studies, and other pertinent web docs. 11 years
- ♦ Managed church social calendar — coordinating the activities of various groups; ensuring publishing in church newsletters, bulletins, and website; making weekly announcements. 4+ years
- ♦ Oversaw the publication of weekly bulletins, monthly newsletters, and activity flyers. 3+ years
- ♦ Directed associates and provided direction for projects.
- ♦ Negotiated new contract saving 15% and streamlined operations to simplify production.

Accounting

- ♦ Reviewed financial records of one church congregation. 2+ years
- ♦ Administered accounting; collected weekly donations, recorded financial information, maintained banking relationship, generated financial statements, reported financial position. 5+ years

Desktop and web publishing

- ♦ Designed and maintain informational web site for non-profit (church). 11 years
- ♦ Designed website for a music festival. 1 year
- ♦ Published and edited newsletters and other periodicals for professional and other non-profit organizations. 17+ years
- ♦ Distributed publications through first class and bulk-rate mail, electronic transfer, email, and hand delivery. Circulation ranging from 200 copies per week to 600 issues per month.

Software

- ♦ Skilled with specialized software for HTML authoring, desktop and web publishing; and sheet music publishing.