

FRANCES R. SCHMIDT

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"Words are powerful instruments of truth, facts, fiction, and imagination."

AUTHOR: PUBLISHING CREDENTIALS

BOOKS

- Humble Building of Dreams** 2012 – present
Historical Fiction Novel Project
- ❖ Pre-publication article: A Tribute to Sicilian Immigrants Per Niente Magazine: Buffalo, NY. 2016
 - ❖ Upcoming tribute articles include; German, Italian, Irish, Polish, English, Hungarian, Canadian, French, Puerto Rican, African American, and Jewish tenants. 2017
- Getting Hired Handbook for College Graduates** iUniverse.com 2012
- ❖ Shortcut Blogging Award: Best Business Book of the Year *for* Getting Hired Handbook August 2013
 - ❖ Blog Critics Book Review Award August 2012
 - ❖ Finalist Award: The International Book Awards; honoring knowledge, creativity, and global co-operation through the written word. 2012
- Getting Hired in Any Job Market** iUniverse.com 2001

PUBLISHED ARTICLES

- Articlesbase.com
- ❖ Employment Transitions, Where are the Jobs?, The Job Search/Goldfish Bowl, Top Ten Networking Tips, Surviving Job Loss, Say Goodbye to Job Hunt Fear and Failure, Realistic Résumé Advice, Nine Ways to Handle Job Hunt Worries, Job Target Wisdom, Job Search Strategies, Graduate Hiring Truths, Commonsense Hiring Tips, ABC Job Search Strategies 2012 -2015
- Blogging Authors: The Career Safety Net October 2012
- National Employment Weekly, Wall Street Journal: Find a Better Pool for Your Talents 1997

PROFESSIONAL EXPERIENCE

- Director Career Services Center, D'Youville College, Buffalo, New York 1992 - 2010
- ❖ Administered daily operations including supervision and training of an administrative assistant, graduate assistants, interns, student assistants, and career peer advisors.
 - ❖ Awarded two separate sabbaticals to complete Getting Hired Handbook for College Graduates and Getting Hired in Any Job Market.
- Project Associate/Life Education Advisor University of Michigan, Ann Arbor, Michigan 1990 -1991
- ❖ Administered Life Education Planning Program for 2500 UAW/Ford hourly workers.
 - ❖ Assisted employees with personal development planning and educational choices.
- Career Counselor/Outreach Coordinator Everywoman Opportunity Center, Buffalo, New York 1984 - 1986
- ❖ Implemented, evaluated, and coordinated outreach career readiness program.

COMMUNITY SERVICE

- Volunteer Coordinator Back-On-Track Volunteers 2017 - present
Buffalo Public Library, Niagara Street Branch, Buffalo, New York
Endorsed by: The Society of Saint Vincent dePaul of WNY
- ❖ Coordinate monthly meetings to plan free community service workshops

(Community Service continued)

Volunteer Coordinator/Founder (retired) Back-On-Track Mentoring Program 2000 - 2017
 The Society of Saint Vincent dePaul of WNY, Buffalo, New York

- ❖ Along with dedicated volunteers, developed program encouraging supportive relationships, respect, and positive regard for each individual's educational and personal goals.

MEMBERSHIPS

Buffalo Historical Society, New York	2016
Erie Niagara Preservation Society, New York	2016
Per Niente Membership, Buffalo, New York	2015 - present

EDUCATION

Master of Science in Student Personnel Administration	1985
State University of New York (SUNY), Buffalo State College ▪ GPA: 3.8/4.0	
Bachelor of Science in Community and Social Services, Concentration in Counseling	1982
Associate of Applied Arts in Human Development	1980
State University of New York (SUNY), Empire State College, Buffalo, New York	