

Current Address:
306 Hitt Street
Manor House Apt. 2H
Columbia, MO 65201
(417)630-1458

Permanent Address:
2878 State Highway EE
Elkland, MO 65644
melissaschotthofer@gmail.com

Melissa Jeanne Schotthofer BS, CCLS

Objective:

It is my desire to obtain a child life position in the Department of Childhood Education and Family Studies at Missouri State University.

Education:

Bachelor of Science - Elementary Education 1-6 & German Education 1-9

University of Wisconsin- River Falls - Graduated Cum Laude - May 15, 2004
Dean's List/GPA-3.733

Medical Terminology Course- Minnesota State College Southeast Technical- Winona, MN completed December 2004

Master of Arts- I am currently pursuing a Master of Arts in Child Life at the University of MO-Columbia
Anticipated Graduation Date- **December 15, 2012**
GPA- 3.729

Certifications:

MO Teaching Certificate (Grades 1-6)

Professional Child Life Specialist Certification (CCLS) - Earned November 12, 2005

Teaching Experience:

Graduate Assistant-Child Development Lab Pre-School- University of Missouri-Columbia- August 2012-Present

- Planned and implemented lessons for large group time for 20 preschoolers
- Developed and facilitated small group responsive plans for 5 to 7 preschoolers at a time
- Assisted the Lead Instructors in classroom management
- Aided the Lead Instructors in the preparation and maintenance of learning centers and classroom materials

Graduate Teaching Assistant-University of MO-Columbia-Human Development Across the Life Span Aug.2010-May 2012

- Planned and taught two weekly lab sessions (50 min each)
- Prepared and graded assignment materials
- Responded to student questions regarding course content and assignments
- Provided feedback on students' papers during weekly office hours

Student Teaching - 2nd Grade - Oak Park Elementary - Stillwater, MN - January-April 2004

- Created and taught a comprehensive two week unit on the culture of Germany
- Organized and facilitated Reading/Writing Workshop stations
- Adapted and taught a two week Addition/Subtraction unit from Investigations Math curriculum
- Reinforced multiple math concepts daily using the Calendar Math curriculum
- Facilitated daily Morning Meetings which included a greeting, game, and sharing time

Student Teaching - 8th & 9th Grade German - Oak-Land Junior High - Stillwater, MN - April-June 2004

- Planned and taught weekly units based on Thematic topics such as "The City" or "24 Hour Time"
- Designed and evaluated group projects that required students to use new vocabulary in context
- Developed and administered accurate assessments of students' language acquisition

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Hospital Experience:

Child Life Specialist - Pediatric Emergency Department Golisano Children's Hospital-Rochester, NY-*July 2006-July 2010*

- Assessed the coping skills of pediatric patients (ages birth to 18 yrs) throughout their ED stay (an average of 30 children seen nightly)
- Developed and utilized procedural preparation books/materials to provide preparation and support for pediatric patients prior to and during IV insertions and radiologic procedures such as CT Scans, MRIs, and X-rays
- Engaged pediatric patients in developmentally appropriate play activities both in patient rooms and in the waiting area
- Provided emotional support and bereavement support/materials to children and families experiencing trauma
- Presented an age appropriate explanation of the ED environment and procedures to children and families
- Developed and implemented the use of a formal Chart Note for the ED Child Life Program
- Trained and supervised Emergency Department Volunteers

Child Life Specialist - Pediatric Treatment Center Golisano Children's Hospital-Rochester, NY-*April 2008-July 2010*

- Assessed the coping skills of pediatric patients (ages birth to 21yrs) throughout their Pediatric Treatment Center visit (patient population consisted primarily of Hematology/Oncology, Genetics, and GI patients)
- Provided procedural preparation and support for pediatric patients prior to and during IV insertions, port access, bone marrow aspirations and biopsies
- Engaged pediatric patients in developmentally appropriate play activities both one on one and in group settings
- Facilitated developmentally appropriate medical play for individual patients and in group settings
- Presented an age appropriate explanation of the treatment center environment and procedures to children and families
- Oriented and supervised Treatment Center Volunteers

Child Life Internship - CoxHealth Springfield, MO- *January-May 2005*

- Assessed the coping skills of pediatric patients (ages birth to 21yrs) during inpatient hospitalization
- Provided procedural preparation and support for pediatric patients for IV insertions, PICC line insertions, and breathing treatments
- Planned and provided daily activity programming for pediatric patients both at the bedside and in a group setting
- Conducted weekly pre-operative education and pre-operative tours for pediatric patients and families to answer their questions and familiarize them with the facility prior to surgery.

Children's Miracle Network Volunteer - Peoria, IL and CoxHealth Springfield, MO

- Answered phones and raised money for CMN Telethon Peoria, IL 1988-1995
- Spoke at CMN Fundraiser Peoria, IL 1995
- Intern/Volunteer at CMN office Cox Health Springfield, MO *May-June 2005*
- Worked on Radiothon and other fundraising events CoxHealth Springfield, MO 2005

Additional Employment:

Graduate Assistant- Office of Disability Services University of Missouri- Columbia- *January-August 2012*

- Oriented students and faculty to the new online exam accommodation process
- Proctored exams
- Collaborated with ODS staff and faculty to create a script for a video regarding students and professors discussing academic accommodations
- Represented the Office of Disability Services at the Summer Welcome Event designed for prospective students and their families
- Performed general office work

Office Assistant-Office of Disability Services University of Missouri-Columbia -*May-August 2011*

- Assisted the Disability Services Coordinator during meetings with undergraduate students
- Completed general office work

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Professional Associations:

Golisano Children's Hospital Pediatric Pain Committee- Member- May 2008-July 2010
Child Life Council-Member-September 2004- Present
University of Missouri Council on Family Relations-Member- August 2010-Present

Professional Conferences Attended:

Midwest Child Life Conference (Columbia, MO) November 3-4, 2012
Midwest Child Life Conference (Chicago, IL) November 7-8, 2009
Pediatric Emergency Child Life Conference (Cincinnati, OH) September 14-15, 2007
Midwest Child Life Conference (Oaklawn, IL) November 12, 2005

Activities:

Midwest Child Life Conference Volunteer Columbia, MO November 3-4, 2012
Saturday Morning Breakfast Volunteer- Missouri United Methodist Church- Spring/ Summer 2012
Wheelchair Relay Volunteer- University of Missouri- Columbia -March 2012
UW-River Falls Alumni Association - Member - May 2004-Present
German Club - Member-1999-2003 - Vice President-1999
Inter Varsity - Member - 1999-2004 - Small Group Leader-2001&2003 - Prayer Coordinator-2001-2003

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References

- 1.) Wendy Lane MS, CCLS
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- 2.) Rana Post, CCLS
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- 3.) Cynthia S. Reeser, Ph.D.
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(prefers email)