

Michaela Schulte

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Trilingual business professional (English, German, and Swahili) with international work experience spanning four countries on three continents. Proven record of providing excellent customer service and support to a diverse range of clientele as evidenced by years of successfully operating as a translator, international flight attendant, and preschool teacher. Excellent communication skills and ability to quickly establish rapport with constantly changing team members and customers.

PROFESSIONAL EXPERIENCE

PlanetKid Childcare Center - Melbourne, FL

Preschool Teacher

2018 – Present

- Develop and deliver creative, interactive activities to a classroom of 15-28 students, ranging from four to eight years old.
- Lead play-based lessons and skill-building activities in language arts, geography, math, and science disciplines.
- Communicate with parents and caregivers regarding student's general behavior and health as well as their social and developmental progress.

Vanderveer Properties - Indiatlantic, FL

Administrative Assistant

2016 – 2017

- Scheduled and coordinated realtor meetings and appointments to maximize productivity and ensure successful client interactions.
- Launched a new marketing campaign consisting of direct mail, email, and social media advertisements, resulting in a 50% increase in inbound leads in the first month of implementation.
- Composed and proofread memos, letters, reports, and listings, providing accurate, concise, and error-free communication.

The Schulte Household

Domestic Engineer - Miami, FL

2013 – 2016

- Oversaw family finances by creating and enforcing the adherence to budgets.
- Acted as teacher for homeschooling, resulting in improved grades in all subjects.
- Organized a weekly park meetup group for children to help improve socialization.

Swiss International Airlines - Zurich, Switzerland

Cabin Crew Member

2010 – 2013

- Acted as passenger translator and delivered inflight announcements in three different languages.
- Delivered over 200,000 domestic and international passengers safely and happily to their destinations.
- Conducted pre-flight safety checks of cabin emergency equipment, including safety briefing of passengers before flight on Airbus 319, 320, 321, 330, and 340.
- Provided excellent customer service while interacting with patrons and attending to the needs of all travelers.

- Consistently received positive reviews from both customers and team leaders about attitude and abilities.
- Completed extensive training on in-flight duties such as: evacuation procedures, first aid, conflict resolution, FAA regulations, security, situational awareness, cultural awareness, and hospitality.

Kindergarten Biene Maja Montessori Haus – Munich, Germany

Full-Time Instructor

2005 – 2009

Intern Instructor

2004 – 2005

- Taught English to native German speaking children ranging from infant to six years old.
- Designed and implemented an art program aimed at encouraging students to explore different art mediums through hands-on art projects.
- Developed and executed a physical education program.

Family Travel and Tours – Dar-es-salaam, Tanzania

Sales Representative

2001-2002

- Head of the interpretation and translation team for Swahili, German, and English-speaking clients.
- Consulted with clients about travel goals and available budget to design their dream vacation and arrange flights, accommodations, and itineraries.
- Designed and created sales brochures and marketing materials to increase brand awareness and grow sales.

EDUCATION AND TRAINING

Elementary Education Degree - Berufsfachschule für Kinderpflege (State College) - Munich, Germany

Vocational Guidance and Training - German Integration and Resettlement Program, Munich, Germany

Sahare Secondary School - Tanga, Tanzania

Cabin Crew Member Basic Course - Swiss International Airlines, Zurich, Switzerland

Birth Doula Certified (Childbirth and Breastfeeding) – DONA International

CPR, AED, and Basic First Aid Certification (Adult, Child, and Infant) – American Safety and Health Institute

LANGUAGES

Fluent Spoken and Written: English, German, Swahili