

JEREMY T. SCHEETZ

Cell Phone: (302) 743-9912

Email: jeremyscheetz20@gmail.com

Linkedin: <https://www.linkedin.com/in/jeremy-scheetz>

EDUCATION

Masters of Education in Sport Management May 2017

Concentration: Athletic Management
Millersville University
College of Wellness and Sport Sciences
GPA: 3.87

Bachelor of Science, Behavioral Health and Nutrition May 2014

Concentration: Health Behavior Science
University of Delaware
College of Health Sciences
Minor in Coaching Science

PROFESSIONAL EXPERIENCE

Collector-1

Navient

September 2018-Current

- Communicate with defaulted, past due and delinquent student loan borrowers by telephone (inbound and outbound) and written notices to ensure full repayment or arrange acceptable payment arrangements and providing excellent customer service.
- Assist borrowers with resolving outstanding student loan debt through loan consolidation, loan rehabilitation, and/or cash collection when appropriate. Interpret and analyze credit bureau information and financial statements.
- Excellent customer service and interpersonal skills on phone and in person.
- Strong problem solving, analytical, organizational, and research skills in customer account resolution.
- Consistently meets monthly production and quality goals in a metrics-driven environment with a strong ability to work in "gray areas" towards a solution.
- Problem solve and perform due diligence functions to ensure compliance with all Federal Regulations while always adhering to the Fair Debt Collection Practices Act as well as all bankruptcy and collection laws, both state and federal.

Special Education Paraprofessional

Newark Charter School

August 2017-August 2018

- Assessed progress with students' respective education plans by monitoring, documenting, and analyzing student learning and behavior.
- Provided technical assistance to the lead classroom teacher in large groups, small groups, and one-on-one instruction and volunteered as an assistant baseball coach with the middle school.

Football Operations

Millersville University

February 2016-November 2016

- Supervised and trained student filming staff for the football team and assisted with filming payroll coordination/budget tracking.
- Responsible for transportation and setup of video equipment for practices and game day.
- Supported the logistical planning and setup of home recruiting visits and entered new recruit data into football team's recruiting database, utilizing HUDL, and Google Doc platforms.
- Created end of game reports for special teams coordinator and created PowerPoint presentations for special teams meetings.
- Spearheaded fundraising campaign and secured new sponsorship acquisitions for the 2016 Millersville University summer football camps.
- Produced under tight daily deadlines the production and viewing of practice film and game film in a sophisticated intercut view for defensive and offensive coaches.
- Provided direct assistance to the head coach through administrative projects that included but not limited to charting and evaluating in-season quarterback statistics, and planning events such as banquets and golf outings.

Suicide, Bullying and Violence Co-Teacher

Hockessin Police Athletic League

July 2015 - November 2015

- Co-taught a classroom based initiative for bullying, suicide and violence prevention to middle aged youth at the center.

SKILLS Proficient Microsoft Office skills, multi-tasking across multiple databases, negotiation skills, customer service,