

Resume of Maureen A. Reintjes

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Known. Experienced. Skilled. Professional. Communications Specialist. Volunteer Leadership. Public speaker. Resource Specialist. Experienced in managing websites and social media platforms. Administrative experience. Postgraduate Master of Science in Psychology from Divine Mercy University with an emphasis on trauma and grief.

Work History (post-retirement):

Deskside Virtual Assist LLC, Mission, KS, July 2026 – Present

- Owner. Deskside Virtual Assist LLC partners with small businesses, nonprofit organizations, and churches, providing communication and administrative support to help clients manage their websites, social media, and day-to-day administrative tasks so they can focus on growing their organizations and serving their communities.

St. Mark's UMC, Overland Park, KS, July 2024 – July 2026

- Office Administrator (Position eliminated.)

Kansas Department for Children and Families, Overland Park, KS, April 2023 - January 2024

- Child Protection Specialist—Assessing child safety and rendering family support

Work History:

Sacred Heart Parish Office, Shawnee, KS (suburb of Kansas City), April 2002 – March 2023 (Retired)

- Communications: Web design, Web updating, Online form creation, Press release writing, Media liaison, Weekly 10-page publication, Facility Event scheduling; design and disseminate weekly email blast (April 2002 – March 2017)
- Protecting God's Children Virtus Coordinator. Mandated reporter. Ensuring background checks, mandated documents, mandated training, and ongoing monthly training bulletins are in compliance for the parish, parish school staff, and over 1,000 volunteers. Audit preparation. (**Rehired remotely** for this position July 2023 to the end of June 2024.)
- Resource Specialist: Streamline processes. Facility scheduling. Sacramental scheduling. Helping parishioners or strangers in need.

Choice Hotels International, Phoenix, AZ, January 2006 – January 2007 (Second job.)

- Property Support (Technical) Coordinator: Technical support of workstations, servers, and software for over 5,000 properties

International Institute of the Americas, Phoenix, AZ, 2005 (Second job teaching second-chance adults)

- Instructor: Access, Excel, Fundamentals of Computers, and Keyboarding classes
- Up for an award as favorite teacher; first time a new faculty member was ever chosen

Deskside Assist, Overland Park, KS, May 1993 – 2005

- Technical: Web Design, Digital Imaging, Web Conferencing, Internet Marketing, Technical Writing, Desktop Publishing, Newsletters, Form Design (Traditional and Internet), Presentations, Resume Writing
- Assisted a major client with marketing a web conferencing package to over 300 franchises and corporate stores. Created all promotional presentations to facilitate the marketing of this package. Trained franchise managers on the use of web conferencing. Created all presentations for yearly conference, which included animations and movie clips in PowerPoint presentations. Wrote online test questions for franchises and corporate stores. Administered and updated the online testing site. Contract extended to an additional year.

Church of the Nativity, Leawood, KS (a suburb of Kansas City), January 1994 – January 1998

- Communications/Publicity: Created weekly newsletters, quarterly newsletters, and all other desktop publishing and communication needs of the parish. Responsible for parish media publicity
- Leadership: Liaison and coordinator of 50 organizations within the parish. Reorganized and facilitated Nativity's Career Transition Group
- Technical: Membership database management (new members and volunteers) using Parish Data Systems (PDS).
- Software/Hardware training and troubleshooting

Second Jobs: Veronica's Voice 2021 **Search KC Director** (ran command center of community volunteers, partnered with nonprofits and multiple outreach organizations), coordinated with law enforcement, gathered intel, and turned all tips into multiple law enforcement agencies in two states. Agile Government Services, **Contact Tracer** (December 2020–February 2021 and January 2022–March 2022); L&E Research, **Recruiter** (February 2018–December 2020).

Academic Degree: Masters of Science in Psychology, Divine Mercy University (July 2018); **B. A. in Management and Human Relations** – Mid America Nazarene University; Victim's Advocate Team Kansas NamUs Academy Nov. 2010; Johns Hopkins University Certified Contact Tracer; ALICE Certified Instructor (2018); FVTC Amber Alert Training (2017); FVTC Responding to Missing and Unidentified Persons National Training Conference - Scholarship Recipient (Feb 2011); The Foundation Cen-ter Grant Writing Training Program (Writing basics/Search basics) (May 2011)

Leadership:

- Founder of Kansas City Metro Networking Job Club.
- Selected as a panelist for the Department of Labor's Job Club Symposium – Kansas City, MO (January 2012).
- Honored twice with an invitation by the Secretary of the Department of Labor to participate in a select round-table on jobs in DC (May 2011) (September 2012).
- ALICE. (Alert, Lockdown, Inform, Counter, Evacuate) Certified instructor - Active Shooter Civilian Response Training (2018).
- Nominated/Awarded scholarship to the Department of Justice National Missing and Unidentified Persons System (NamUs.gov) Academy.
- Past Executive Director of Communication, Missouri Missing 501(c)(3).
- Past Director and Leadership Team #SearchKC (Formerly "The Big Search KC").
- The promoter and organizer of federal legislation, the Help Find the Missing Act (Billy's Law), which became federal law in December 2022.
- Scholarship recipient, Fox Valley Technical College (FVTC), "Responding to Missing and Unidentified Persons National Training."
- Conference; Amber Alert trained - Child Abduction Response Team in Indian Country training program.
- Organize and/or assist missing person searches. Set up and/or manage command centers,
- Past facilitator of Church of the Nativity's Career Transition Group (1995-2004) (Leawood, KS): Reorganized and marketed the group and, through my direct efforts, built it into a nationally known group. Designed and maintained a website with a resume bank and ran a social media group.
- Parent Teacher Organization President (1989): Elected by peers to lead the school through a challenging period, serving as liaison to the media, school board, and local government. Organized a major health fair, successful sales events, and professional speaker programs focused on community, parenting, and safety.
- Quoted in newspapers and books; guest on radio and TV shows (2020 filmed by ID Discovery in 2021; interviewed for possible inclusion in a 2021 book written by a former FBI agent). Public speaker.

Marketing/Publicity/Communications:

- Adept at interfacing with media and promoting a cause or story. Work with both national and local media, both print and TV, in promoting a cause and/or bringing awareness
- Experienced public speaker
- Knowledge and experience using all forms of social media to get the word out, as well as traditional means

Computer Skills:

Web Designer / Desktop Publisher / Technology savvy. Canva, Adobe Cloud Apps: Photoshop, Illustrator; Acrobat Pro; Microsoft Office 365 apps: Publisher, Excel, Word, Access. Remote apps: LogMeIn, Chrome Remote; Web Conferencing (WebEx and Zoom); Microsoft Teams; Google apps; Google Workplace; Constant Contact (designed and disseminated a weekly email blast); Adobe Forms; and various video apps. Facility scheduling apps. Realm and Shelby databases. Adept at self-learning and training others in the newest technologies. Design newsletters, bulletins, brochures, pamphlets, programs, flyers, online forms, business cards, and graphic designs. Social networking and marketing. Writing content for websites and managing websites on multiple platforms, including WordPress.

Writing:

- Two-year research Capstone project (all points awarded)
- Experienced internet-based training editor and test writer
- Experienced in writing press releases for both nonprofit and corporate organizations
- Professional resume writer
- Designer/writer of marketing materials