

Alexandria Brooks

Cincinnati, OH

alexandria.brooks08@gmail.com - 4042859880

WORK EXPERIENCE

Student Worker

University of Cincinnati UCIT Project Management Office - Cincinnati, OH - September 2014 to Present

Responsibilities

- Served as recording secretary at IT Governance meetings
- Edited and published meeting minutes to Sharepoint site
- Various clerical duties as assigned
- Performed a wide variety of responsible administrative and office support duties for assigned staff

Graduate Intern

The Center For Closing The Health Gap - Cincinnati, OH - August 2014 to December 2014

- Identified existing and needed resources to conduct assessments
- Identified stakeholders to participate in the assessment process
- Developed plans for data collection, analysis, and interpretation
- Created and edit PowerPoint presentations for workshops
- Compiled scholarly articles on infant mortality into literature review
- Represented the Health Gap at press conferences, and high profile social events
- Help organize and staff health events
- Communicated with community residents and stakeholders about opportunities
- Engaged stakeholders to participate in the assessment process
- Identified sources of data related to health
- Selected valid sources of information about health
- Collected Quantitative and/or Qualitative Data Related to Health
- Examined Factors That Influence the Learning Process
- Developed Goals and Objectives for health education
- Assisted staff with grant research
- Planned and coordinated orientation of volunteers
- Trained volunteers and residence on the use of photovoice

Phone Interviewer

University of Cincinnati Institute for Policy Research - Cincinnati, OH - May 2014 to September 2014

- Analyze data from surveys, old records, or case studies, using statistical software.
- Conduct research to gather information about survey topics.
- Consult with clients to identify survey needs and specific requirements, such as special samples.
- Determine and specify details of survey projects, including sources of information, procedures to be used, and the design of survey instruments and materials.
- Ask questions in accordance with instructions to obtain various specified information, such as person's name, address, age, religious preference, and state of residency.
- Compile, record and code results and data from interview or survey, using computer or specified form.
- Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person.
- Identify and report problems in obtaining valid data

- Meet with supervisor daily to submit completed assignments and discuss progress.

Student Worker

University of Cincinnati UCIT Public Information Office - Cincinnati, OH - January 2014 to May 2014

- Managed student Information website updates
- Managed and updated directory for faculty and staff
- Worked directly with UCIT faculty and staff
- Performed in fast paced environment
- Provided support on research projects
- Various clerical duties as needed
- Created Flyers and Posters
- Compiled and edit spread sheets
- Managed back end of SIS website (Student Information Website) with Adobe CQ
- Answered Calls
- Managed Directory email account

Barista

Beans and Grapes Coffee House and Wine Bar - Cincinnati, OH - March 2013 to December 2013

- Discover customer needs and appropriately suggests product with every customer to enhance service and meet sales goals.
- Offers customer demonstrations and samples using brewing equipment.
- Customers creates opportunities for customer to interact with the product.
- Responds to customer needs and says thank you to every customer.
- Taking care of customer needs.
- Prepares Beans and Grapes beverages to standards.
- Follows health, safety and sanitation guidelines for all products.
- Follows store policy and procedures for operational flow at each station.
- Follows standards for merchandising, stocking, rotating and storing products.
- Performs cleaning tasks in accordance with the duty rosters and cleaning standards and works as a store team member.
- Presents oneself professionally and demonstrates clear communication with all customer and partner interactions.
- Follows cash handling procedures and cash register policies.
- Follows inventory stocking and recording guidelines.
- Contributes to store goals for increasing sales and improving profits.

Intern/Volunteer with Public Information Office

Cincinnati Health Department - Cincinnati, OH - July 2013 to September 2013

- Assisted Public Information Officer and Assistant Public Information officer with various projects
- Gathered data for public information request
- Compiled information for monthly newsletter and display case
- Prepare for monthly Board of Health Meetings
- Take notes and minutes at various meetings for Public Information Officer
- Maintained confidentiality and confidential documents
- Various other task as assigned
- Managed Twitter Account

Volunteer

Heartland Hospice Services - Cincinnati, OH - January 2013 to June 2013

- Friendly visitor for hospice patients.
- Enriched patient's time in hospice with companionship and planning activities.
- Activities include reading the newspaper, watching TV and movies, and snack times
- Various miscellaneous task as needed

Office Of Admissions Student Worker

Georgia Southern University Office of Admissions - Statesboro, GA - August 2012 to December 2012

- Processed Student Applications
- Sorted and Delivered Mail
- Handled application fee payments
- Maintained Confidential Student Information
- Indexed and Filed Student Applications
- Data Entry
- Answered and Forwarded phone to the appropriate person
- Answered calls courteously
- Worked with diverse populations
- Knowledgeable of admissions process
- Maintained student information in data base
- Foreword calls in call center
- Other Clerical Duties as needed

Volunteer

Safe Haven - Statesboro, GA - February 2011 to May 2011

- Worked with children 3 months to 13 years old
- Assisted child advocates with daily duties
- Tutored children in math and reading after school
- Maintained safe and healthy environment for children
- Organized programs and lessons that promoted team work and a sense of community

Residential Community Assistant

Georgia Southern University Department of Housing - Statesboro, GA - August 2010 to May 2011

- Assisted the Resident Housing Director with tasks as needed
- Performed Administrative and Clerical Duties
- Provided customer service to students and guest
- Provided knowledgeable information to students, parents, faculty and staff

Housing Orientation Team Member

Georgia Southern University Department of Housing - Statesboro, GA - May 2010 to August 2010

- Assisted the Resident Housing Director with tasks as needed
- Organized and Prepared for student orientation sessions
- Maintained confidential records
- Provided customer service for students and parents with check in process and overnight stay
- Guided tours of residence halls on orientation days
- Coordinated programs for students
- Performed Administrative and Clerical Duties
- Provided customer service to students and guest
- Provided knowledgeable information to students, parents, faculty and staff

Residential Community Leader (Residential Assistant)

Georgia Southern University Department of Housing - Statesboro, GA - August 2009 to May 2010

- Worked as a part of a eleven member team
- Organized monthly educational and social programs for students
- Mediated issues between residents
- Provided knowledgeable information about university policies, organizations, and resources on campus available to students
- Interacted with diverse population of students, faculty and staff
- Maintained confidential records
- Administrative and clerical duties

Internship with Director of Teen Programs

Zoo Atlanta - Atlanta, GA - May 2008 to August 2008

- Maintained and updated confidential emergency information
- Supervised teens 14-18
- Worked closely with Zoo Educational Programs Staff and teen volunteers
- Updated monthly bulletin boards
- Planned summer out of state trip for teens

EDUCATION

MS in Community Health & Education

University of Cincinnati - Cincinnati, OH

2014 to 2015

BA in Anthropology

Georgia Southern University - Statesboro, GA

2008 to 2012

ADDITIONAL INFORMATION

Typing Speed 47 Wpm

Proficient In The Following computer software and operating systems

- Microsoft Office Suite
 - Word
 - Excel
 - Publisher
 - Power Point
 - Mac OS X
 - Windows 8 and older
 - Adobe Creative Suite
 - Photoshop
 - Illustrator
 - In Design
 - Adobe CQ
- Image Capture Document Xtender and Document Manager Program