

Jennifer S. Brooks

401 Oak Avenue
Wilkesboro, NC 28000
(336) 555-0000
jsbrooks@aaool.com

Assistant Activities Director

PROFILE Compassionate and caring professional with a strong work ethic. Enjoys serving others and working with a diverse clientele. Highly adaptable to changing requirements and excels under pressure. Excellent communication, customer service, and organizational skills.

EDUCATION Wilkes Community College Wilkesboro, NC
Associate in Applied Science, Human Services Technology May 2016
Relevant course work: Activities Therapy, Gerontology, Interview Techniques, Sociology of the Family, Crisis Intervention.

COMPUTER SKILLS Excel PowerPoint Word Publisher Access

EXPERIENCE **Wilkes Senior Center** North Wilkesboro, NC
Intern September 2016 - Present

- Assist Activities Coordinator with conducting activities for clients which promote their physical and cognitive abilities
- Encourage client participation during scheduled activities while providing emotional and physical support
- Provide office support to director and activities coordinator

Child Abuse Prevention Team Wilkesboro, NC
Receptionist October 2013 – December 2015

- Answered phone and greeted clients in a professional manner
- Scheduled meetings and coordinated computerized appointment calendar for management and staff
- Created various forms, flyers, and brochures for marketing purposes
- Assisted with planning of Spring Breakfast to raise funds and increase awareness of services

ACTIVITIES & HONORS Phi Theta Kappa 2015-2016
Vice President, Human Services Club 2015-2016