

Heather R. Brown

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Education

Miami University – Oxford, Ohio

College of Arts & Science

Bachelor of Arts, University Studies

Fairfield High School – Fairfield, Ohio

Honors Diploma

Expected Graduation: May 20xx

GPA: 3.12/4.0

Graduation: June 20xx

GPA: 3/5/4.0

Skills and Abilities

Conversational Spanish, Microsoft Word, Excel, PowerPoint, Access Database

Leadership Experience

Secretary, *Armstrong Hall Community Leadership Team*

August 20xx – Present

- Cooperate with 7-member team to actualize ideas for 361 residence hall students.
- Create weekly minutes for members to review and discuss in future meetings.
- Establish and adhere to details and requirements for an event's success by following document guidelines.

President, *Business Professionals of America*

August 20xx – June 20xx

- Conducted monthly meetings and agendas for 200+ members.
- Coordinated impactful community service events such as a canned food drive (over 1,000 items donated) and a distracted driver pledge (over 4,000 participants).

Baseball and Softball Coach, *Reds Rookies Success League*

June 20xx & June 20xx

- Managed baseball and softball team of 15 children ages 7 to 10 while acting as a mentor.
- Regulated day to day skills and drills 4 days a week based on needs portrayed to help skill development.
- Ingrained character skills in children through daily team talks for their morale.

Employment History

Cashier, Stocker, and FSA Helper

August 20xx – June 20xx

Martin Dining Commons

Child Care Provider

May 20xx – June 20xx

Liz and Elliott Loftman, 937-555-5555

Awards

Ambassador Torch Award

May 20xx & 20xx

Nationals, Business Professionals of America

First place Global Marketing Team

January 20xx

Regionals, Business Professionals of America

First place Intermediate Word Processing

January 20xx

Regionals, Business Professionals of America