

# Heather R. Brown

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## Education

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College of Arts and Science: Major, Exploratory Studies

Expected Graduation: May 20xx

GPA: 3.12/4.0

## Leadership Experience

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*Armstrong Hall Community Leadership Team*

August 20xx – Present

Secretary

- 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

*Business Professionals of America*

August 20xx – June 20xx

President

- 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)

*Reds Rookies Success League*

June 20xx & June 20xx

Baseball and Softball Coach

- 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

## Work Experience

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- Cashier, Stocker, and FSA Helper
- Martin Dining Commons
- Child Care Provider, Self-Employed

August 20xx – June 20xx

May 20xx – June 20xx

May 20xx & 20xx

## Skills

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