

MEREDITH B. BROWN

Lumberton, NJ ♦ 08048 ♦ [REDACTED]

SUMMARY OF QUALIFICATIONS

Over five years of experience in supervision and customer service. Strong interpersonal and communication skills. Good eye for detail; Well organized and skilled in setting priorities. Highly motivated to achieve goals. Strong leadership skills with the ability to effectively work alone and cooperatively with others. Strong writing and research skills. Computer literate in MS Word, Excel, Access, and PowerPoint.

EDUCATION

ROWAN UNIVERSITY

Bachelors of Applied Professional Communications

May 2022

- Burlington County Dean's List Recipient
- The President's Scholars of Excellence
- James Letchford Memorial Scholarship
- Relevant Coursework: Interpersonal Communication, Writing for the Workplace, Graphic Design, and Integrated Marketing Communication

ROWAN COLLEGE AT BURLINGTON COUNTY

Associates in Advanced and Continuous Studies

May 2021

Associates in Liberal Arts and Sciences

May 2020

PROFESSIONAL EXPERIENCE

BURLINGTON COUNTY HUMAN SERVICES

Interim Eligibility Specialist

Westampton, NJ
February

2022-present

- Determine job seekers eligibility for Burlington County WIOA Training Grant.
- Verify information inputted into the database (OSOS).
- Generate phone calls and conduct the American Job Center Eligibility requirement process.
- Perform clerical duties such as scanning, emails, and filing.
- Host eligibility appointments and perform evaluations.
- Perform verbal and written communication effectively.

BURLINGTON COUNTY HUMAN SERVICES

Keyboarding Clerk

Westampton, NJ
September 2021-February 2022

- Explained the programs and services provided by the Workforce Development Center.
- Performed clerical work with filing and problem solving in a highly functioning office.
- Answered telephones and responded to customer inquiries and took messages.
- Maintained records and files.
- Attended all Board meetings, transcribed minutes, and documentation.

HAND AND STONE MASSAGE AND FACIAL SPA

Spa Associate

Hainesport, NJ
August 2020- September 2021

- Scheduled and confirmed appointments.
- Worked independently and problem solved.
- Composed emails, faxing, and followed proper filing procedures.
- Performed sales promotions, membership sales, rung out services, and gift card sales.
- Greeted clients during check-in and check-out.

ANGELOS PIZZERIA

Counter, Waitress, and Supervisor

Mount Laurel, NJ
September 2016-June 2021

- Answered phone calls to place orders from customers.
- Greeted and served customers with all respect, friendliness, and hospitality.
- Multitasked when the restaurant got busy such as being able to answer phone calls and waiting on tables.
- Supervised all employees to assure all responsibilities are fulfilled.
- Organized and cleaned all aspects of the restaurant.
- Handled all aspects of customer service such as complaints or mistakes.

LUMBERTON TOWNSHIP EXTENDED DAY CARE

Extended Day Care Aide

Lumberton, NJ
September 2016-March 2020

- Provided child care to elementary aged children.
- Assisted with homework time.
- Provided fun -filled activities such as arts and crafts as well as physical activities for the students for 50-60 students.
- Documented incident and accident reports.