### Contact Info: Sophia Brown

### (808) 478-2972 [sophiabrwn8@gmail.com](mailto:sophiabrwn8@gmail.com)

Current Address: 95-867 Paikauhale St, Honolulu

### Summary of Qualifications:

* Active Girl Scout for 13 years, working towards the highest honor (Gold Award). Experienced in leadership, teamwork, and community service.
* Strong customer service and communication skills, developed through various jobs and volunteer activities.
* Responsible, adaptable, and eager to learn new skills to excel in a retail environment.
* Currently pursuing a degree in Environmental Studies.

### Experience:

**Arrowood Golf Course***Customer Service Representative*

* Assisted guests with golf carts, cleaned equipment, and helped maintain course standards.
* Supported events like golf tournaments and fundraisers, ensuring guests had a great experience.
* Learned to effectively communicate rules and provide helpful customer service.

**Girl Scouts of America***Day Camp Aide (DCA) & Counselor-In-Training (CIT)*

* Led group activities and supervised younger campers, building strong leadership and teamwork skills. Worked with animals for certain activities.
* Organized projects and events, focusing on customer engagement and collaboration.

**Dog Sitter and walker**

* Handled many dogs which includes walking, feeding, brushing, cleaning up after, and playing.

**Summer Program Coordinator, Chaminade University***May - July 2024*

* Provided logistical support and orientation for 6 visiting interns from Air Force and NIH programs.
* Organized weekly activities, cultural events, and meals to foster community among students.
* Conducted weekly surveys and prepared evaluation reports to assess student experiences.
* Lived on-site to support interns with daily needs and ensure a smooth transition.

**Limu Research Internship**

* Conducted research, collected data, and began learning basic coding (R program).
* Gained experience in paying attention to detail and completing tasks efficiently.

**On-Campus Jobs**

* I work in a research lab(INBRE BRITE), am a Lab Assistant, and an Office Assistant.
* Developed time management skills by balancing multiple responsibilities.

### Education:

**Rancho Buena Vista High School**

* Graduated June 2023, Full IB program.
* Varsity Girls Golf Team member; recognized with Academic Athlete Award and Honor Roll (GPA 3.8).
* Second-year undergraduate in Environmental Studies.

**I am currently in undergrad at Chaminade University for a Bachelor’s in Environmental Studies**

### Skills:

* Customer Service & Teamwork
* Leadership & Organization
* Quick Learner & Adaptable
* Communication & Problem Solving

### References:

Available upon request.