**Brittany R. Duncan**

**18038 S.E. River Rd., Portland OR 97267 • (503) 327-4134 • brittany.r.duncan@gmail.com**

**EDUCATION**

Bachelor of Arts in **Psychology**, Minor in **Business**

**University of Puget Sound**, Tacoma, WA, May 2009

**PROFESSIONAL Experience**

**Puget Sound Personnel, Inc.**

***Employment Consultant,*** July 2009 to September 2010

* Developed specific marketing plans for clients; prepared clients for professional work, trained clients for positions, and followed up with clients and supervisors on a weekly basis in order to maintain stable and successful employment
* Maintained a heavy caseload of 15-20 developmentally disabled clients
* Documented all communication between clients, managers and families daily

**University of Puget Sound**

***President, Panhellenic Executive Board***, January 2008 to January 2009

* Presided over the governing body of all sorority chapters
* Served as a liaison between individual chapters, the Greek community and the University administration

**University of Puget Sound**

***Director of Programming, Panhellenic Executive Board***, January 2007 to January 2008

* Revamped and organized a full week of programs for the Greek community
* Initiated and developed philanthropic programming events for campus wide involvement

**ADDITIONAL EXPERIENCE**

**Associated Ministries, Tacoma, WA**

***Event Planner,*** November 2008 to May 2009

* Organized and executed a full-day financial planning event oriented toward lower income families in need of financial resources and education
* Persuaded and coordinated several national/local financial institutions to participate in our local event

**Almond & Associates, Tacoma, WA**

***Researcher,*** September 2008 to November 2008

* Assisted top-level recruiters in finding job placements for applicable candidates
* Researched special databases for companies seeking professional recruiters to assist with specific staffing needs

**Comprehensive Mental Health, Tacoma, WA**

***Case Aid,*** September 2007 to May 2008

* Provided skills training to foster children in need of behavioral rehabilitation
* Sustained a positive and stable environment for each child through weekly meetings
* Identified troublesome areas and suggested techniques to minimize poor behavioral patterns

**Clackamas Federal Credit Union, Milwaukie, OR**

***Member Service Representative,***June 2004 to January 2009 (seasonal employee)

* Performed teller duties including large cash deposit transactions and check depositories
* Made executive decisions about members account access based on account status and history

**ACTIVITIES**

**Student Development**, ***Orientation Leader***, Fall 2006, Fall 2008

**Pi Beta Phi sorority**, *Member*, January 2006 to May 2009 *(alumni status)*

* ***Assistant***, New Member Coordinator, Spring 2007
* ***Assistant***, Vice President Event Planning, Fall 2006

**HONORS AND AWARDS**

* Head Delegate - Western Region Greek Leadership Association Conference, *San Francisco, CA*
* Recognized as a University Leader at the University Leadership Awards, *Spring 2008, 2009*

**REFERENCES**

Moe Stephens (253) 879-3513, Assistant Director of Student Activities,

University of Puget Sound

Cathy Ann Mallman (425) 562-1231, Program Director,

Puget Sound Personnel, Inc.

Michele Johnson (503) 656-0671, Regional Branch Manager,

Clackamas Federal Credit Union