**Jaime L. Brooks**

1510 NE 156th St. (360) 831-2901 JLBrooks@outlook.com

Vancouver, WA 98686

**SUMMARY OF QUALIFICATIONS**

* Demonstrated exceptional organizational and communication skills in designing and presenting company demonstrations at various marketing and fundraising events.
* Generated over $75,000 for educational materials and activities by conceptualizing, organizing, and carrying-out fundraising events and campaigns.
* Proficient in MS Office (Excel, Word, Outlook, Access, PowerPoint), Photoshop, and am able to learn new computer programs and applications quickly with little instruction.
* Handled accounts payable and receivable, prepared bank deposits, generated status and budget reports, controlled inventory, negotiated favorable terms and pricing agreements with contract workers, vendors and clients as volunteer Treasurer for a national non-profit organization.
* Proven ability to produce high quality work in a fast-paced environment.

**EDUCATION**

**Washington State University**,Vancouver, WA

Bachelor of Public Affairs, *cum laude*

May 2013, G.P.A 3.6

**Clark College**, Vancouver, WA

Associates of Arts, *cum laude*

January 2011*,* G.P.A 3.6

**EXPERIENCE**

**Youth Mentor**, Clark County Juvenile Justice Center, Vancouver, WA

May 2012-present

* Observed and analyzed court proceedings, probation meetings, and house visits and arrests as an intern for an extensive research project.
* Tutored high school students in Math, English, Social Studies, and Science.
* Supervise probationary and incarcerated youth at Restorative Community Service projects.
* Planned and organized a graduation ceremony for Aggression Replacement Therapy participants.
* Work alongside community members, police and probation officers, corrections staff, and counselors to carry out duties associated with the Restorative and Balanced justice methods.

**Photographer**, Valley Portrait Photography, Bellingham, WA

June 2006-present

* Collaborate with company owners to design and implement marketing strategies.
* Establish and cultivate client relations to secure contracts and business referrals.
* Photograph weddings and individuals in studio settings and on location in Washington, Oregon, California, and Arizona.
* Maintain and utilize camera and studio equipment.
* Edit images using Photoshop software.