

Brooke Focht

484-464-8402 | brfocht@gmail.com

Education

Rowan College of South Jersey

Associate's degree: Computer Information Systems | GPA: 4.0

Fall 2024 – Summer 2025

Temple University

Bachelor's degree: General Studies - Early Childhood Education Focus | GPA: 3.84

Fall 2019 – Fall 2025

Certificates

MS-900: Microsoft 365 Fundamentals Certification

May 2023

Tools and Languages

HTML | CSS | JavaScript | Squarespace | WordPress | Git/GitHub | Microsoft Office | Website Troubleshooting

Professional Experience

Web & Digital Technology Assistant – Web Hound Studios

October 2025 – Present

- Create and manage digital content, including social media post copy and web-ready graphics, to support clients' online presence.
- Apply foundational HTML and CSS knowledge to customize layouts, resolve display issues, and improve site structure when platform limitations allow.
- Troubleshoot website and content-related issues, ensuring functionality across devices and browsers.
- Collaborate with team members and clients to translate business needs into functional web and digital solutions.

Administrative Assistant – Saint James Lutheran Church

May 2024 – Present

- Serve as a primary point of contact for church members, providing administrative support, responding to inquiries, and assisting with communication needs.
- Oversee the church's computer systems and digital records, ensuring data accuracy and security.
- Produce and distribute newsletters, bulletins, and other communications using Microsoft Office 365.
- Maintain membership databases, prepare reports, and manage schedules through digital platforms.
- Troubleshoot office technology and coordinate with service providers to resolve technical issues.

Rehab Support Technician – Lehigh Valley Health Network

August 2023 – April 2024

- Obtained and managed patient information using computer software while assisting physical and occupational therapists with daily tasks, including equipment setup.

Retail Associate – Giant Food Stores

May 2020 – August 2022

- Communicated store policies clearly while delivering excellent customer service, addressing inquiries, resolving concerns, and maintaining positive relationships with coworkers.

Technical Projects

MRH Therapy Website – <https://www.mrhtherapy.com/>

- Developed a client website using Squarespace, applying custom CSS, responsive design principles, and UX best practices to deliver a user-friendly site.
- Applied team and client feedback to refine functionality and appearance.

Portfolio Website – www.brookefocht.com

- Built a fully functional responsive website using HTML, CSS, JavaScript.
- Published the website to the internet using GitHub pages with a custom domain.

Ecommerce Website – <https://brooke-alison.github.io/Coffee-Website/>

- Developed a responsive e-commerce site using HTML, CSS, and JavaScript.
- Showcased products with an integrated, fully functioning shopping cart.
- Deployed the site to the internet using GitHub pages.