

# CASSANDRA BIRKBECK

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201 Union Ave SE  
Unit 210  
Renton, WA 98059



## EDUCATION

BA, Exercise Biology  
University of California- Davis,  
Davis, California  
2007 – 2012

## COMPETENCIES

Microsoft Office Suite  
Adobe Photoshop  
Adobe Lightroom  
PC/MAC Systems  
CYMS  
CPR/First Aid Certified  
ServSafe Food Safety Certified

## PROFESSIONAL PROFILE

Ambitious, versatile, and professional exercise biology graduate with over 5 years experience working with youth. Committed to fostering a positive learning environment with a forward-thinking mentality. Excels in a collaborative team environment and can independently manage diverse objectives.

## EXPERIENCE

Child and Youth Services US Army Garrison Benelux DFMWR |  
SHAPE-Belgium | Jan. 2016 – Sept.2017

### *Assistant Director*

- Appointed as acting Director of program from Apr. 2017- Sept.2017.
- Provided program oversight and accountability for the performance of assigned staff and the safety and well being of over 100 youth daily.
- Monitored and analyzed adult/participant ratio sheets to ensure proper staffing policies are enforced.
- Oversaw the collection of accurate accounting and reporting of funds; maintained up-to-date statistical data for planning and reporting purposes.
- Developed program budget.
- Liaised with parents to ensure continued parental involvement and customer satisfaction.

Child and Youth Services US Army Garrison Benelux DFMWR |  
SHAPE-Belgium | Apr. 2015 – Jan. 2016

### *CYS Program Associate: Homework Lab*

- Responsible for administration and programming of Middle School/ Teen Center Technology and Homework Lab.
- Provided aide to participants to strengthen their academic and learning skills in subject areas such as math, science, and English language.
- Worked with staff to develop and implement a comprehensive program to assist students in the completion of daily homework assignments, reinforce existing and develop new skills, and positively support children through recognition of their efforts.

## EXPERTISE

Customer Service  
Project Management  
Team Leadership  
Marketing  
Youth Work

## INTERESTS

Photography  
Design  
Traveling

## REFERENCES

Available upon request.

## EXPERIENCE

Open University | Walton Hall Walton Hall, Milton Keynes, MK7 6AA, UK | Jun. 2013 – Aug. 2014

### ***Accounts Payable Clerk***

- Responsible for entry, processing, and payment of invoices.
- Responsible for scanning invoices for Accounts Department and maintaining archives.
- Responsible for balancing of supplier accounts for the Open University.
- Responsible for multiple account reconciliations over £50,000.
- Responsible for migrating old research scripts onto a new database.

NHS Direct- 111 Service | Milton Keynes, MK14 6DY | Mar. 2013– Jun.2013

### ***Health Advisor***

- Responsible for taking calls making patients feel appreciated while providing the most accurate level of care.
- Responsible for assessing patient's symptoms to determine the correct level of care.

Red Hawk Casino | Placerville, California USA | Jul. 2010–Nov.2012

### ***Cage Cashier***

- Responsible for employee bank creation and distribution
- Responsible for balancing and adjusting marker bank, kiosk bank, chip bank, and main bank.
- Trained new employees in ESW, Chip, and Front of House banking.
- Assisted guest transactions while providing quality customer service.

Camp Adventure Youth Services | UC Davis- SAC State | Nov. 2007–Sep. 2009

### ***Camp Counselor/ Veteran Team Training Manager***

- Selected and trained various incoming applicants at Sacramento State University and UC Davis.
- Developed applicant's ability to create quality care and supervision in a youth environment.
- British Garrisons Travel Camp:
  - Rhinedalhn Germnay- Orientation Programmed eight weeks of camp activities for camps held throughout Germany and Italy.
- Ramstien Germany AFB- Four Week British Youth Camp
  - Planned and implemented first youth camp for British children in Naples Italy.
- Griciano Naval Base- Twelve Week Youth Camp