

# BROOKE CATHERINE HAYNES

Trinity College Box 700305, 300 Summit Street, Hartford, CT 06106  
69 South Street, Franklin, MA 02038  
brooke.haynes@trincoll.edu (508) 789 8177

## EDUCATION

### Trinity College: Hartford, CT

Graduation Date: May 2011

Bachelor of Arts: Anthropology - Focus in Cultural Anthropology Major GPA: 3.299

Minor: Mythology - Focus in Mythology of Religion Minor GPA: 3.599

Cumulative GPA: 3.034

### Charles University Prague: Prague, Czech Republic

August - December 2009

### Ursuline Academy: Dedham, MA

Graduated May 2007

## EXPERIENCE

### Achieve Hartford!

Spring 2011 (present)

*Internship* - 10 – 15 hours per week

- Schedule, conduct, and analyze case studies in Hartford to build the city's awareness of and increase involvement in public education.
- Participate in board meetings, manage website maintenance and updates
- Research and publish weekly editorials based on current issues in Hartford education

### Department of Anthropology, Trinity College

Fall 2010 - Present

*Teaching Assistant, Cultural Anthropology*

- Organize review sessions and study groups for a class of 62 undergraduate students
- Provide additional assistance for students who are having difficulty with subject matter and concepts

### Truro Recreation: Truro, MA

Summer 2004 - 2010

*Head Counselor and Senior Staff Member* - 30 hours per week

- Managed twelve staff members: oversaw scheduling, maintained staff relations, handled emergency situations and procedures
- Supervised 60+ children daily, ages 3 1/2 to 14
- Constructed the summer calendar which included planning and supervising field trips (including billing and transportation), engineering bi-weekly theme days, assembling and executing educational projects
- Served as liaison between parents and the Truro recreation committee
- Completed CPR/AED certification and psychological training to help children cope with complex issues

### The Penney Patch: Provincetown, MA

Summer 2005-Summer 2010

*Senior Staff Member* - 35 hours per week

- Responsible for running small business in the absence of store owner: opening and closing, staff scheduling, product management and organization

## LEADERSHIP AND ATHLETICS

### Trinity Swimming and Diving

Fall 2007-present

*Captain 2010-2011 Season*

- Hold Trinity records in: 400-yard IM, the 200-yard IM, the 200-yard butterfly
- MVP 2008-2009 Season and Top Point Scorer 2007-2008, 2008-2009 Seasons
- Received the Chester H. McPhee Swimming Award for the 2008-09 season

### Student Athletic Advisory Council - Trinity College

Fall 2008-Spring 2009

- Served on student committee responsible for organizing community service projects and fostering inter-sport support
- *Judicial Board*: Mediated judiciary hearings between administrators and athletes

### Ursuline Academy Varsity Tennis (Captain, Spring 2007) and Swimming (Captain, Fall 2006)

2002-2007

## VOLUNTEER WORK

### Connectikids: Hartford, CT

Winter 2009 and Spring 2010

- Volunteer Tutor/Mentor: Formulated a lesson plan catering to mentee's specific educational needs

### Swim Across America: Massachusetts

2004-Present

### Do-It-Day: Hartford, CT

2007-Present

- Volunteer and Site Organizer: Assist with various community service projects within the Hartford area

## SKILLS

**Computer:** Excel, Word, PowerPoint, Quark, SQL, Keynote **Language:** Conversational French, Proficient in Czech

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### **REFERENCES**

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Kelly Sullivan Clark, Recreation Director  
Truro Recreation  
Truro Community Center  
7 Standish Way  
North Truro, MA 02652  
Phone: 508-487-1632 ext. 22  
Email: recdirector@truro-ma.gov

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