



Brooke Anne O'Donnell

Ambitious and enthusiastic entry-level candidate seeking a full-time employment opportunity starting January 2022

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EXPERIENCE

Contemporary Sociology, Montclair NJ — *Editorial Associate*

August 2019 - PRESENT

Edit and publish bi-monthly journals that highlight recent trends in sociology and related disciplines for the American Sociological Association (ASA).

Sea Blossoms Floral Artistry & Event Planning, Manasquan NJ— *Floral Designer*

June 2021 - December 2021

Designed floral arrangements for weddings, funerals, and other events. Used creative expression in a time-sensitive setting for this position.

Lupa Ristorante, Berkeley Heights NJ — *Lead Server*

September 2018 - May 2021

Supervised and trained staff under instruction of Adolfo Marisi Chef/Owner. Position required excellent customer service, time management, multi-tasking and memorization skills.

SKILLS & CERTIFICATIONS

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MS Office
ScholarOne Manuscripts
Zotero
Human Subjects Certification-CITI
Graduate Certificate Program in Data Collection and Management

COMMUNITY INVOLVEMENT

2021 Fulfill community food bank: sort donations, help distribute meals, coordinate traffic during events

2020 Team leader for Walk to End Colon Cancer: organized virtual walk with friends & family to encourage donations for Colorectal Cancer Alliance

2019 Colon Cancer Awareness Month: Raised over \$2,000 dollars and distributed awareness ribbons to encourage early screenings for colon cancer

2018 Organized and hosted a community benefit to alleviate medical expenses for family in Cape May County that raised over \$17,000

REFERENCES PROVIDED UPON REQUEST

EDUCATION

Montclair State University, Montclair NJ

September 2016 - August 2021

Masters in Social Research & Analysis

Major Area of Study: Social Policy
Cumulative GPA: 3.7/4.0

Bachelor of Arts

Major Area of Study: Sociology
Minor Area of Study: Public Health
Public Health GPA: 3.9/4.0, Cumulative GPA: 3.8/4.0

Atlantic Cape Community College, Mays Landing NJ

September 2014 - June 2016

Associate in Science

Major: Business Administration

