

BROOKE PYPER

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OBJECTIVE

I'm passionate about being an advocate for the underserved and I'd like to obtain a position that allows me to utilize the skills and knowledge I've learned from my education and work experience. I'm eager to work within the non-profit and higher education sector.



EDUCATION

Master of Arts in Community Leadership | Westminster College

AUGUST 2016 – MAY 2018

Bachelor of Science in Sociology & Gender Studies | University of Utah

AUGUST 2012 – AUGUST 2015



EXPERIENCE

Program Volunteer Coordinator | National Ability Center

DECEMBER 2019 – APRIL 2020 (TERMINATION DUE TO COVID-19)

- Developed new volunteer program
- Provided customer service to all volunteers and interns
- Maintained daily volunteers at various programs

- Stepped into an Events role to help accomplish the annual fundraising event and bring in \$2.4 million.
- Developed various SOPs (standard operating procedures)
- Proficient with data program Salesforce
- Successfully worked from home for a period of time
- Collaborated with Program Staff and team daily
- Maintained and updated volunteer schedule

Volunteer Engagement Specialist | Volunteers of America

MARCH 2019 – NOVEMBER 2019

- Provided customer service to all volunteers and guests
- Built the volunteer program for the new Women's Resource Center
- Coordinated up to 65 volunteers per day
- Collaborated with a team of volunteer specialists
- Assisted in the planning and execution of the annual fundraising event

Gateway to Housing Case Manager | Volunteers of America

SEPTEMBER 2018 – MARCH 2019

- Provided intensive case management to 15+ currently homeless clients
- Completed initial intake and developed case plan
- Served as client liaison, completed rental applications and obtained necessary documents to obtain housing
- Coordinated needs and connected clients to various community resources
- Maintained weekly check-ins with clients upon successful lease signing
- Provided ongoing support throughout duration of the program to ensure self-sufficiency and long term success in housing
- Worked closely and collaborated with various community members and agencies
- Maintained necessary administrative tasks and data collection
- Participated in annual Point in Time count
- Certified Adult mental health case manager

Storefront Associate | Vive Juicery

MAY 2017 – AUGUST 2018

- Provide exemplary customer service to all customers and vendors
- Maintain a clean and organized kitchen and storefront
- Greet customers and complete transactions
- Coordination of community events
- Participate in local farmer's market

Intern | Women of the World

MARCH 2017 – MAY 2017

- Planned and implemented social media posts
- Assisted with scheduling, calendar organization and event planning

Client Engagement Specialist | The Road Home

AUGUST 2016 – FEBRUARY 2017

- Serving clients by helping them obtain personal documents (birth certificates, driver's licenses, etc.)
- Performed SPDAT assessments (vulnerability index)
- Helped female clients with re-housing options
- Develop personal development plans for clients to work towards set goals

Event Marketing Specialist | Techtronic Industries

MARCH 2016 – AUGUST 2016

- Manage a territory of 14 Home Depot stores in the Northern Utah Area
- Developed sales initiatives and used metrics to track success
- Trained colleagues on product knowledge and merchandise
- Engage with customers on various products and perform demos

Public Health Intern | Support for International Change (Tanzania, Africa)

MAY 2013 – JULY 2013

- Served a local village by providing education on HIV/AIDS testing, prevention and management
- Created sustainable teaching curriculum
- Trained village ambassadors and implemented a sustainable public health model



SKILLS

- Community Engagement
- Event/Program Planning
- Leadership
- Teamwork
- Creativity
- Urgency



VOLUNTEER ACTIVITIES

- Travel Seminar to Guatemala with the Center for Global Education & Experience (7/2018)
- Worked on the James Courage Singer for Congress campaign (Summer-Fall 2018)
- Alternative Spring Break with the Bennion Center: LA and Seattle (3/2013 – 3/2014)
- Delta Eta Kappa Kappa Gamma Philanthropy Chair (1/2014 – 12/2014)