

Brooke N. Rondeau

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<https://edspace.american.edu/br1049a/>

EDUCATION

American University, School of Public Affairs (SPA), School of Education (SOE), Washington DC
May 2023

Bachelor of Political Science, Bachelor of Secondary Education, Certificate in Leadership Studies
Honors: SPA Leadership Program

Norwich Free Academy, Norwich, CT

June 2019

Honors: Graduated Summa Cum Laude, GPA: 3.8, Class President, George Ripley Humanitarian Award
Nominee, UCONN/Avery Point Book Award

EXPERIENCE

American University Health & Safety Ambassador, **American University**, Washington, DC January
2021-Present

- Working at the on-campus COVID-19 testing clinic. Ensuring that tests are done correctly, as well as making sure that those who are required to get tested (on-campus students, faculty, and staff) are accounted for. This entails managing lines, checking people in and out, supervising a list of required students, along with making sure the clinic is well stocked of any supplies it needs.
- Sharing information regarding public health and campus announcements with our peers.
- Patrolling campus grounds and making sure that people on-campus are following the campus guidelines (social distancing, face coverings, and reminders of campus policy).

Intern, **U.S. House of Representatives, Rep. Joe Courtney CT-02**, Washington DC September
2021-Present

- Worked with office functions such as directing and recording constituent correspondence.
- Helped staffers with legislative research and work, sat in on meetings, and helped around the office where needed.
 - Drafted memos, notes, and research.
- Kept track of relevant news and information to the district and the Congressman.
- Created a policy proposal throughout the semester as a personal project.

Member, **School of Public Affairs Leadership Program**, American University August 2019-Present

- A competitive, selective program in which students are selected based on their leadership abilities, passions, experience, and ambitions.
- Throughout the program, we work to develop and dive deeper into ourselves and our abilities. We learn and study different leadership styles, their effectiveness, and which styles fit us best.

As a program, we work together to help one another with our teamwork skills and interpersonal relationships.

- Working through and researching an issue or topic in the fall, and completing an action project concerning our research in the spring.

Teaching Assistant, School of Public Affairs Leadership Program, American University August 2021-Present

- Supervised and guided a group of students throughout their sophomore year in the program.
- Monitored the work, wellbeing, and understanding of students in my group. Made sure work was being completed on time and correctly.
- Assisted students in developing their research projects throughout the semester. Gave them guidance and direction where they needed.
- Lead discussions and classes with other TA's about leadership styles, effects, and methods.
- Met with students weekly to discuss their progress and to check-in

Manager, Cashier, and Server, Salem Valley Farms Ice Cream, Salem, CT March 2017-Present

- Ensured the accuracy and punctuality of orders by collaborating with 3-10 other coworkers in an, at times, stressful and fast-paced environment. As a senior worker, ensuring that jobs are being done correctly and guidance is given when needed.
- As a manager, monitoring and delegating tasks to workers. Handling any issues that may arise with customers or fellow employees. Monitoring stock, machine functioning, and maintaining a healthy and efficient work environment. Worked directly with owners.
- Handled the loading and unloading of the cash registers and tips. Correctly calculating and securing \$1000-\$5000 nightly during the peak of the season.
- Interacting with hundreds of customers a day while maintaining a friendly, helpful attitude, and progressing the customer flow in a timely and orderly fashion.

Cashier and Floor Worker, Main's Country Store, Bozrah, CT November 2018-June 2019

- Ensured a status of professionalism and diligence during tedious hours early in the morning or late at night.
- Assured that customers were buying the correct products, their food orders were correct, and addressed any issues or concerns brought to our attention.
- Maintained a well stocked food, drink, and grocery selection.
- Communicated clearly in Spanish and English to a diverse group of patrons.

Substitute Teacher, Fields Memorial School, Bozrah, CT May 2021-Present

- Provided coverage and support to classrooms, students, and the school at a Pre-k through 8th-grade school.
- Worked with kids in a wide age range.

Member and Officer, National Honor Societies, Norwich Free Academy, CT May 2018-June 2019

- Admitted membership and actively participated in the National, Spanish, and Science honor societies.

- Worked as an officer in each to ensure fundraising and execute the duties of induction, while promoting the society's ideals.

SKILLS

- *Language*: Spanish (Intermediate in verbal, writing, and reading usage.) 4 years in high school.
- *Computer*: Microsoft Word, Powerpoint, Excel, Adobe Photoshop, Google Applications (Docs, Sheets, Slides, etc), R and RStudio, Canva, WordPress, and Edspace.
- *Social Media*: Facebook, Twitter, Instagram, LinkedIn

LEADERSHIP

*Class President and Student Advisory Board, **Norwich Free Academy**, Norwich, CT* October 2017-June 2019

- Elected by my classmates to accurately represent their ideas and needs to school officials as well as execute the fundraising and event planning needs required for the class.
- Collaborated with my fellow officers and class advisors to successfully see projects through.
- Successfully pulled class from debt.
- Developed, oversaw, and executed multiple fundraising events over two school years, including junior and senior prom, ticket sales, and other fundraising events. Most made from a single event was \$3,500.
- Delivered speeches to class and school on multiple occasions, presented awards, and addressed the crowd during graduation events.

*Member, **American Legion Laurel Girls State**, CT* 2018

June 2018-June

- A week-long mock government run by a select group of girls from around the state who have an interest in politics and government.
- The week-long program run by the American Legion allowed young students a preview at how government works and helped girls develop their skills for leadership.
- Awarded "Most Outstanding Member of the Senate" for my work in the mock Senate to get bills amended, passed, and promoting compromise.

SERVICE

*Member, **Zero Waste Club**, American University* 2019-Present

September

- Implementing and promoting waste reduction across American University and devising new uses for reusable materials and sustainable practices.

*Member, **March For Our Lives**, American University* 2019-Present

September

- Working to put an end to gun violence in America, especially in schools, by supporting gun control legislation and promoting activism.
- Successfully organized a school walkout at my high school, with over 2,000 students participating.