

## **Brooke Lopez**

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### **EDUCATION**

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#### **Texas A&M University, College Station, Texas**

*Bachelor of science in Psychology*, December 2017

Cumulative GPA: 3.64

### **EXPERIENCE**

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#### **Beverly Hills Rejuvenation Center**

*Patient Coordinator*, May 2020-Current

- Facilitated new patient paperwork
- Modified end of month reports
- Ensured client satisfaction through customer support and relations

#### **iCryo, Houston, Texas**

*Cryotherapy Technician*, May 2019-March 2020

- Revolutionized cryotherapy knowledge and benefits
- Marketed the effects of cryotherapy
- Demanded attention for new medical rehabilitation

#### **Success on the Spectrum**

*Behavior Therapist*, October 2018-February 2019

- Implemented Applied Behavioral Analysis therapy to autistic children
- Explored the effects of technology on autism
- Revolutionized the use of a reward system

#### **Northpoint Crossing, College Station, Texas**

*Leasing Agent*, September 2016- December 2017

- Consulted with residents about their lease
- Integrated an innovative filing method
- Facilitated the auditing of lease files for government purposes
- Engaged in internal and external customer service with residents and prospective residents

#### **KFW Management, San Antonio, Texas**

*Accounting Intern*, May 2015-August 2015

- Implemented a new software for entering in new jobs
- Modified project budget control
- Oversaw accounts payable and accounts receivable for new and existing clients
- Acted independently in logging critical financial information

### **ACTIVITIES/LEADERSHIP**

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#### **CSISD Family/Community Partnership Program**

*Assistant*, June 2017- August 2017

- Enhanced Early Education Services in CSISD ESL/bilingual summer school program
- Administered the application for Head Start programs
- Implemented Head Start summer socialization programs

#### **Bryan ISD Pregnancy Related Services**

*Intern*, August 2017- December 2017

- Facilitated mentorship for teen parents enrolled in Bryan High School
- Demonstrated psychological effects of mentorship
- Spearheaded teen parent program within the high school

#### **Global Medical Brigades**

*Brigader*, January 2017- August 2017

- Converted 100 meters of unused land into useable trenches for water
- Streamlined medical care to over 1500 patients in a small health post in Managua, Nicaragua
- Integrated public health posts
- Incorporated vital information on public health

#### **Build**

*Student Leader*, August 2016- May 2017

- Supervised volunteers
- Directed orders
- Recruited volunteers on campus by advocating for our cause
- Monitored the building of mobile medical clinics

#### **College Station Medical Center**

*Volunteer*, May 2016- August 2016

- Organized important discharge paperwork for patients
- Implemented a new storage system for supplies in the office to help operations run more smoothly

#### **Texas A&M Cupcake Club**

*Member*, August 2015- May 2016

- Baked and sold cupcakes on campus to aid a local food bank
- Volunteered at the local food bank and distributed food to the underprivileged

#### **Sports for Kids**

*Member*, August 2015- May 2016

- Provided under privileged youth in the community the opportunity to play sports and learn about the positive effects sports can have on character, social interactions, and work ethic
- Conducted various service projects such as participating as a Boys and Girls Club mentor and Big Event

#### **Stone Oak Methodist Hospital**

*Volunteer*, August 2014- May 2015

- Answered visitor questions regarding patient whereabouts
- Escorted guests to the correct area they needed to be in for visitors
- Managed the entry of guests into the labor and delivery station
- Escorted patients being discharged into the wheelchair and out of the hospital

## **SKILLS**

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Proficient in Microsoft Office: including Access, Word, Excel, PowerPoint, and Outlook. Quick books, and Adobe Acrobat. Excellent communication and research abilities.