

# BROOK C. HUBBARD

## EDUCATION

- Capella University, M.S., General Studies in Human Behavior, GPA 4.0, 2015 (with distinction)
- University of Phoenix, B.S., Psychology, GPA 3.9, 2011 (with honors)
- University of Phoenix, A.A., Psychology, GPA 3.9, 2009
- Community College of Baltimore County, Continuing Education, American Sign Language
- Howard County Community College, Continuing Education, American Sign Language

## EMPLOYMENT HISTORY

### **Warehouse Supervisor, Hit Products Inc.**

1999 – 2002, 2005 – 2007, October 2008 – present

*Beltsville, MD*

- Responsible for all order packaging and shipment
- Administrative tasks (record-keeping, product inventory, customer service)
- IT tasks (document creation, computer maintenance)

### **Emergency Communications Technician Trainee, Bernalillo County Sheriff's Dept.**

November 2007 – March 2008

*Albuquerque, NM*

- 911 operation, dispatch, and database assistance
- Non-emergency lines for County Sheriff
- National Crime Information Center access
- Dispatch and communication with deputies

### **Transportation Security Officer, U.S. Transportation Security Administration**

September 2006 – September 2007

*Baltimore, MD, and Albuquerque, NM*

- Inspection of checked baggage departing airport using personal inspection and security equipment
- Assistance of passengers and airport staff with security concerns

### **Theater Technician, Maryland-National Capital Park and Planning Commission**

2001 – 2006

*Cheverly, MD*

- Preparation, operation, and maintenance of all theater equipment during theatrical events
- Opening of building and surrounding grounds and securing building after events
- Assistance of guests or theater staff with issues related to equipment

### **Security Officer, Colony South Hotel**

2004 – 2005

*Clinton, MD*

- Security of hotel premises, guests, and on-site staff
- Patrol of building and surrounding grounds
- Securement of on-site drinking establishment
- Record keeping and incident reports

## SKILLS

- Computer operation (25 years)
- Microsoft Office (15 years)
- Administrative tasks (10 years)
- Typing (100 words per minute)
- Video and sound equipment setup and operation (5 years)
- Security enforcement (2 years)
- American Sign Language (working fluency)

## ACTIVITIES

- Vice president, Wood Creek Homeowner's Association, Columbia, MD, July 2012 – 2014
- Police liaison, Wood Creek Neighborhood Watch, Columbia, MD, August 2012 – present

## REFERENCES

- Robert Higginbotham, General Manager, Hit Products, Inc., Beltsville, MD 20705
- Del. Eric Ebersole, Delegate for District 12, Maryland General Assembly, Annapolis, MD 21401
- PFC Benjamin Carlton, Police Officer, Howard County Police Department, Ellicott City, MD