

# BROOKE BARRICK ABERCROMBIE

EDUCATION, TRAINING & DEVELOPMENT PROFESSIONAL

## EXPERTISE

- Education
- Training
- Workforce Development
- Management
- Marketing

## SKILLS

- Planning & Organization
- Marketing
- Communication
- Leadership
- Mathematics Instruction
- Communication Arts
- Technological Proficiency

## SERVICE

### ADMINISTRATIVE TRANSITION TEAM ON ENVIRONMENT

County Executive Ball / 2018

### ELLICOTT CITY CDC EXPLORATORY COMMITTEE

County Executive Ball / 2019

### PATAPSCO HERITAGE GREENWAY

Current

### LEADERSHIP HOWARD COUNTY

"Where & How We Live" / Current

## PROFILE

*Educational professional and advocator for young people. Adaptable and transformational leader with an ability to work independently, creating engaging and relevant programs, activities and events. Implements exceptional written and spoken communication skills to further develop and achieve organizational goals.*

## EXPERIENCE

### ACADEMIC ADVISOR

*Howard Community College / Columbia, MD / December 2019 – Present*

Provides pre-enrollment advising to prospective students, including placement test interpretations and assistance with enrollment procedures and academic advising to currently enrolled students regarding program planning, course scheduling, graduation clearance, and transfer policies. Assists students with developing an academic plan which leads to degree completion while meeting transfer goals. Provides comprehensive academic advising to developmental students and those students placed on academic warning and probation. Provides comprehensive transfer advising to students seeking transfer to competitive and limited enrollment programs. Supports a variety of office events including transfer fairs, campus visits and information sessions. Interprets college policies and procedures for students, faculty, and staff.

### DEPUTY DIRECTOR

*Howard EcoWorks / Columbia, Maryland / March 2019 - September 2019*

Supported the Executive Director in the administration of an environmental nonprofit. Supervision of management, assist in grant management and budget oversight, development of workforce development programs, human resource management, data management and marketing.

### WORKFORCE MANAGER

*Howard EcoWorks / Columbia, Maryland / March 2018 – March 2019*

Recruited, hired and coordinated training for laborers for environmental landscaping nonprofit. Successful planning and execution of summer youth employment program. Designed and implemented orientation and training for multiple levels of employment that included both industry specific and general skills. Developed a multi-tiered employee life-cycle plan.

### GETTING AHEAD FACILITATOR

*Howard County Government / Laurel, Maryland / April 2014 – Present*

Work with people coping with compromised financial conditions to better understand the contributing factors to their circumstances and develop sustainable solutions to their individual situation.

- Spoke to professionals at national conference of agencies implementing the Getting Ahead program.
- Addressed Leadership Howard County to discuss the challenges people living in or near poverty face

### MANAGER – ACADEMIC ADVISING

*Walden University / Columbia, MD / August 2009 – January 2012*

Managed daily operations and workflow of an academic advising team in four locations across three time zones. Assisted with the development and execution of strategies to facilitate students' academic success.

- Developed an innovative training program for new advisors that simulated the experience of new students to better prepare them to provide exemplary service.
- Developed a "Division of Labor" plan for management to mitigate redundancy, foster consistency and increase efficiency for the academic advising management team.
- Consistently maintained departmental service learning agreement.

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## INTERESTS

- Environmental Issues
- Creative Writing
- Snowboarding
- Karaoke
- Theater
- Economic Equity

## CONFERENCES

### ADDRESSING THE CHALLENGES OF POVERTY

aha Process, Inc / St. Louis, MO / 2017

## EXPERIENCE CONTINUED

### ACADEMIC ADVISOR

Walden University / Columbia, MD / March 2009 – August 2009

Provided academic support to students enrolled in graduate programs at an online University including onboarding new students, proactively reaching out to students at risk of academic probation or dismissal, informing students of changes in programs and subsequent options, training peers on the roll-out of new programs. Responded to students who called in or emailed with questions and concerns. Advocated for students with various departments within the University.

### COUNSELOR / MASTER TEACHER / ASSISTANT DIRECTOR

Center for Mathematics Science & Technology / Princess Anne, Maryland / 1993 - 2001

Progressed from Counselor to Assistant Director of a summer enrichment program for students gifted in mathematics and science. The program was primarily funded by the National Security Agency and the National Aeronautics and Safety Administration.

- Increased revenue for the program by securing funding from the private sector.
- Developed and implemented additional classes.
- Recruited students, staff and faculty for the program.
- Ensured the submission of Learning Units by program faculty.
- Assisted in the management of the budget.

### MATHEMATICS TEACHER

Howard County Public Schools / Ellicott City, Maryland / 2002 - 2003

Prince Georges County Public Schools / Upper Marlboro, Maryland / 1992 - 1994

Taught multiple levels of mathematics to high school students including Algebra I & II, Geometry and Pre-Calculus.

### MARKETING COORDINATOR

Roadnet/UPS Logistics Group / Towson, Maryland / 1997-1999

Developed marketing collateral for custom business to business logistical software company sales team. Coordinated industry trade show attendance. Created and implemented marketing campaigns and tracked their effectiveness. Designed, built and maintained company web site.

### ASSISTANT TO THE DIRECTOR OF STUDENT ACTIVITIES

Howard Community College / Columbia, Maryland / December 1988 – August 1989

Assisted Director of Student Activities in booking talent, managing department budget, facilitating student run organizations, booking facilities, negotiating and drafting contracts, and event planning.

## EDUCATION

### MBA - ENTREPRENEURSHIP

Walden University, 2012

### BS - MATHEMATICS

Howard University, 1992

### AA - LIBERAL ARTS

Simons Rock of Bard College, 1982