

PAMELA C. BROOKS
3414 RICHMOND DRIVE, SE
CONYERS, GA 30094
(617) 459-9161
pcbrooks74@gmail.com

SUMMARY

A polished professional with more than 10 years of experience, working with a culturally diverse population. Known as an organized and dependable person who possesses a strong work ethic, excellent communication, interpersonal, research and writing skills, as well as the ability to work independently and as a part of a team.

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Access, WordPerfect, AmiPro, SIGI Plus, Knowdell, CMS, Time Matters, ProCare, CMS, US Verify, EVerify, Oracle, PeopleSoft, Concur, Gift MakerPro, PeopleNet, LexisNexis, Westlaw and the Internet.

EDUCATION

Masters of Education, University of Phoenix, Atlanta GA, 2020

Juris Doctor, Suffolk University Law School, Boston, MA 2005

Comprehensive Paralegal Certificate, Northeastern University, Boston, MA, 1999

Bachelor of Arts in Sociology and Communications, Boston College, Chestnut Hill, MA, 1996

High School Diploma, Boston Latin School, Boston, MA, 1992

EXPERIENCE

Rockdale County Public Schools, Conyers, GA

Substitute Teacher (November, 2014 – present)

Creates a caring, safe and developmentally appropriate, child centered classroom environment that establishes positive student behavioral expectations conducive to all learners' needs through structured routines, and positive behavioral interventions, emphasizing on valuing relationships.

MA Placement, Conyers, GA

Recruiter (April, 2017 – April, 2018)

Developed creative recruiting strategies to attract qualified candidates to meet customer demands, a network of candidates and maintain an internal database of all qualified candidates.

Leveraged resources to recruit the highest caliber candidates through online social networking and job boards, community involvement, professional networking, and local media resources.

Created and executed client-specific on-boarding, orientations, presentations, screening and testing.

Analyzed candidates found through prescreening activities and evaluated skills and experience to determine match to inventory needs, assessing candidate hard and soft skills through combination of behavioral interviews and competency based evaluations.

Performed coaching and counseling, disciplinary action, and employee terminations.

Child Care Network, Conyers, GA

Assistant Director (April, 2015 – November, 2015)

Managed the day to day operation of a culturally diverse day care center, while building strong relationships with parents, school department, community and other agencies that enhance and support quality programming.

Maintained the staff's personnel records, prepared staff payroll, monitored the center's budget, maintained student records, and prepared a variety of reports.

Recruited and supervised talented teachers and support staff.

Involved in the process of selecting students for the daycare need-based scholarship based on select criteria.

Worked with the CAPS agency in processing the application of the students with certificates enrolled in the

daycare facility and making sure the paperwork is complete and worked with the parents to make sure they renewed their certificates before the expiration.

Substitute Teacher (November, 2014 – April, 2015)

Created a caring, safe and developmentally appropriate, child centered classroom environment that establishes positive student behavioral expectations conducive to all learners' needs through structured routines, and positive behavioral interventions, emphasizing on valuing relationships.

Complete Staffing - Boston Coach, Everett, MA

Recruiter (November 2013 – February 2014)

Developed creative recruiting strategies to attract qualified candidates to meet company's demand and maintained an internal database of all qualified candidates.

Leveraged resources to recruit candidates through online social networking and job boards community involvement, professional networking, and local media resources.

Performed employee coaching, disciplinary action, and employee terminations.

Supported the on-boarding of new employees.

Provided new employees with guidance on policy and benefit interpretation.

Adecco, North Chelmsford, MA

General Staffing Recruiter (May 2012 – February 2013)

Developed creative recruiting strategies to attract qualified candidates to meet customer demands, a network of candidates and maintain an internal database of all qualified candidates.

Leveraged resources to recruit the highest caliber candidates through online social networking and job boards, community involvement, professional networking, and local media resources.

Created and executed client-specific on-boarding, orientations, presentations, screening and testing.

Analyzed candidates found through prescreening activities and evaluated skills and experience to determine match to inventory needs, assessing candidate hard and soft skills through combination of behavioral interviews and competency based evaluations.

Performed coaching and counseling, disciplinary action, and employee terminations.

Corcoran Brokerage, Milton, MA

Recruiter (October 2011 – May 2012)

Attracted potential applicants to join the Brokerage firm by attracting Law School students/alumni, placing job advertisements/flyers, making presentations and maintaining rapport.

Lyles and Nyles, LLP, Randolph, MA

Paralegal/Legal Assistant, September 2010 to May 2012

Provides legal and administrative support for two attorneys in the areas of civil litigation, criminal defense, real estate, estate planning and bankruptcy.

Boston Public School Department, Boston, MA

Teacher/Office Admin., (October 2008 – July 2009)

Prepared staff payroll, inputted and monitored information relative to the budget, requisitions, supplies and repairs using PeopleSoft.

Maintained student and teacher records and prepared a variety of reports.

Responded to inquiries from parents, teachers, students and other staff.

Provided instruction to high school students in the area of office administration.

Paralegal, (April 2005 – October 2005)

Supported the Office of Legal Advisor in the areas of general litigation support, through fact investigation, document review, witness interviews, and legal research.

Managed requests for public records, student records, employee records and responses to subpoenas.

Dishwasher Test

Score / 10

C

- 1) After washing your hands, which item should be used to dry them?
- Clean apron
 - Sanitized wiping cloth
 - Single use paper towel
 - Common used cloth

C

- 2) While washing dishes by hand, which item should you wear?
- Cutting glove
 - Oven Mitt
 - Rubber glove
 - Nothing

D

- 3) When should you wash your hands?
- Before you start work
 - After handling non-food items (garbage, money, cleaning chemicals)
 - After using the restroom
 - All of the above

B

- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- True
 - False

E

- 5) Which of the following could you be at risk for getting burned from?
- Steam from boiling pots
 - Hot liquids (coffee, soup, tea)
 - Hot equipment (ovens, pots, chafing dishes)
 - Harsh chemicals
 - All of the above

A

- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- True
 - False

C

- 7) What should you do if you spill liquids or see a liquid spill?
- Leave it for someone else to clean-up
 - Wait until the end of your shift to clean it
 - Flag the spill and clean it immediately
 - Not sure

C

- 8) When handling hot items you should?
- Wear rubber gloves
 - No need to wear anything
 - Use an oven mitt or dry cloth towel
 - Nothing

A

- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- Rinsing
 - Scraping
 - Washing
 - Sanitizing

C

- 10) What is the proper method for cleaning and sanitizing stationary equipment?
- Spray with a strong cleaning solution and wipe with a sanitized cloth
 - Spray with a sanitizing solution, then rinse with clean water and dry
 - Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - Brush off loose soil with a clean cloth, then wipe with a sanitizing solution