

University Address:

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Brooke N. Edwards

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Permanent Address:

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EDUCATION

Virginia Polytechnic Institute and State University; “Virginia Tech” (Blacksburg, VA)

B.S. in Business, Major: Finance

Expected Graduation: December 2018

Minor: Leadership Studies, Civic Professions Track

Cumulative GPA: **3.61/4.00**

- **Personally financing over \$70,000 of my education through scholarships, grants, income and loans**
- Dean’s List, Commandant’s List

Global Scholars

Spring 2017

- Special Study Seminar on leadership during the allied invasion of WW2 followed by nine days in France

Wells Fargo Practicum (Charlotte, NC)

January 2017

- Topics from portfolio analysis to wealth management to career advice taught by practicing professionals

West Point National Conference on Ethics in America

January 24-January 25

- “Selflessness: Building Unity through Service”

Virginia Tech Corps of Cadets (VTCC)

August 2014-Present

Company Executive Officer (Deputy Director/ Assistant Director)

- Ensured that the company is running efficiently, facilitated solutions where appropriate and corrected discrepancies, conducted admin duties as necessary, supervised company staff, served as liaison between company first sergeant and company commander, led company upon commander’s absence.

Company First Sergeant (Personnel Supervisor)

- Maintained accurate accountability for an entire company (70-80 cadets), supervised NCO staff, distributed key information when needed, conducted disciplinary actions

VPI Battalion Projects Officer

- Organize/ manage Battalion-level special projects; draft, coordinate & publish Battalion-level operation orders
- Created and planned the first annual VPI Ball

VPI Battalion Sergeant Major (Senior Advisor)

- Reduced reporting times over the semester through modernizing procedures in Excel; Maintain accountability/ discipline for approx. 230 cadets; Created separate BDS system for VPI battalion; organized/ executed D-Day Memorial fundraiser—raised approx. \$5,000 (article); Responsible for entire supervision team: 35 cadets

Squad Leader (Team Leader/ Team Chief)

Cadre Sergeant (Supervisor/ Instructor/ Trainer)

Fire Team Leader (First Line Supervisor)

EXPERIENCE

Red Lobster (Manassas, VA)

Server (Summer 2016)

- Participated in corporate program to increase sales; achieved highest sales goals
- Highly rated among customers

Virginia Tech Food Services (Blacksburg, VA)

Crew Member (November 2015-May 2016)

- Balance work with Corps/ academics
- Promoted to assistant manager

Domino’s (Gainesville, VA)

Delivery Driver (Summer 2015)

- Developed excellent communication skills answering phones, addressing customer concerns

IHOP (Gainesville, VA)

Server (Summer 2013)

- Participated in corporate program to increase sales; achieved sales goals

HONORS, AWARDS, AND ACTIVITIES

Financial Planning Association

Fall 2016-Present

Improv Club

Fall 2015-Present

- Develop and practice confidence and the ability to think on your feet

Gobblerfest Volunteer

Fall 2014-Present

- Annual commitment to set up, drive vendors where needed, and clean up

Horseback Riding

2008-2014

- Rode competitively both on teams (NCSSEL, NCEL, IEA) and individually; communicate w/out words