

Karen Brooks

Criminal Justice Graduate

Experienced college graduate adept at planning, directing and maintaining continuous operations in various departments. Experienced in team leadership and keeping efficient production in accordance with company expectations. Applying creative and analytical approach to operations for continuous process improvement. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering team to excel in performance.



Contact

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Skills

Project planning and development

Advanced problem solving

Strategic planning

Cultural Awareness



Software

Salesforce

●●●●○
Very Good

Asana

●●●●○
Very Good

Microsoft

●●●●●
Excellent



Work History

2022-12 -

Current

Project Manager

Naul's Media , Dallas, TX

- Identified plans and resources required to meet project goals and objectives.
- Achieved project deadlines by coordinating with contractors to manage performance.
- Planned, designed, and scheduled phases for large projects.
- Developed and initiated projects, managed task, and monitored performance.

2022-01 -

2023-02

Case Investigator

CDC Foundation, Dallas, TX

- Collected and recorded information in electronic medical records.
- Coordinated with public health and local facilities to support isolation and quarantine of individuals.
- Contacted people exposed to individuals with COVID-19, assessed symptoms and referred for testing.

2021-08 -

2022-03

Youth Recovery Leader

Reach Council, Midlothian, TX

- Organized group activities and outings for youth and led weekly support group meetings.
- Cultivated relationships with community organizations to create opportunities for youth.



Excellent

- Participated in regular meetings with leadership team to discuss strategies, challenges and successes.
- Maintained good relationships with parents through regular communication and active participation in planned activities.

**2020-02 -
2021-07**

Safe House Mentor

Nativity House KC, Kansas City, KS

- Helped develop and implement programs to foster community growth and development.
- Solved grievances and complaints by collaborating with residents.
- Developed and enforced safety policies and procedures to drive safety and well-being of residents and staff.
- Assisted residents with transitioning into new living environment and maintained strong relationships with residents.



Education

**2017-08 -
2021-05**

Bachelor of Arts: Criminal Justice

MidAmerica Nazarene University - Olathe, KS

- Graduated with a 3.38 GPA & maintained a spot on the Dean's List
- Graduated with a minor in Legal Studies & Ministry
- Awarded the "Emerging Leader" award & the "MLK Legacy" award
- Organized and led a service team from MNU to serve at THC
- Served as Chaplain of Small Groups from 2018-2020
- Student Athlete & Member of the track & field team 2017-21

**2013-08 -
2017-05**

High School Diploma

Pittsburg High School - Pittsburg, KS