

Brooke L. Lemming
Office Executive Coordinator
314.209.9495, ext 704 - blemming@easiconsult.com

EDUCATION

B.S. Health Services, Minor – Psychology – University of Southern Indiana, Evansville, IN
Cumulative GPS: 3.80, magna cum laude

PROFESSIONAL EXPERIENCE

EASI•CONSULT, LLC, St. Louis, MO (October 2002 – Present)

Office Executive Coordinator

- Responsible for all Accounts Payables and Receivables, assists with all project contracting, assists with new employee and consultant orientation, provides backup assistance and coordination with projects, and oversees part-time administrative support

UNIVERSITY OF MISSOURI – ST. LOUIS, St. Louis, MO (November 2003-May 2005)

Data Entry Clerk

- Responsible for entering and checking data on research projects

DOTS, Ferguson, MO (November 2001-May 2002)

Assistant Manager

- Provided customer service, completed daily operations of store, assisted with merchandising and markdowns, trained new employees, and assisted with weekly scheduling,

LIMITED TOO, St. Louis, MO (October 2001-November 2001)

Brand Representative

- Provided customer service, assisted with merchandising, markdowns and stock, and operated cash register

PROPERTY SYSTEMS, INC., Kokomo, IN (June 2000-August 2001)

Project Manager Assistant

- Inventoried and filed all property cards for two Indiana county reassessments, reviewed data collections, and updated property corrections in County Assessor systems

PAUL HARRIS RETAIL STORE, Lafayette, IN (June 2000-April 2001)

Store Manager/Associate Manager

- Provided customer service, involved with merchandising, markdowns and stock, trained new employees, responsible for weekly scheduling, and completed daily operations of store

USI LEARNING NETWORK, Evansville, IN (October 1997-April 2000)

Internet/Graphic Design Assistant

- Designed and edited webpages for Distance Education, developed PowerPoint presentations for Distance Education courses, and assisted with computer training sessions for University staff

INTERNSHIP

VANDERBURGH COUNTY DEPARTMENT OF HEALTH, Evansville, IN (January 2000-May 2000)

- Developed Employee Orientation Handbook, interviewed Department Directors about department duties, and researched department organization and funding

HONORS

- Assistant Manager Certificate of Achievement – Dots – January 2002
- Scholastic Excellence Award: 1996-2000
- National Dean’s List: Fall 1996, Spring and Fall 1997-1999, Spring 2000
- Golden Key National Honor Society: Spring 1999
- Phi Chi National Honor Society of Psychology Students: Fall 1999
- Louis and Francis McCauley Leadership Scholarship: Fall 1999, Spring 2000