

Brooke Focht

484-464-8402 • brfocht@gmail.com • brookefocht.com

Employment

Administrative Assistant – Saint James Lutheran Church May 2024-Present

Manages the church's computer systems and digital records, ensuring accuracy and security. Uses tools like Microsoft Office 365 and Google Suite to create and distribute newsletters, bulletins, and other communications. Maintains membership databases, prepares reports, and manages schedules through digital platforms. Troubleshoots office technology and coordinate with service providers to resolve issues.

Giant Food Store Employee May 2020-August 2022

Communicated store policy to customers as well as maintained positive relationships with co-workers. Provided customer service for shoppers by helping them have a pleasant shopping experience.

Lehigh Valley Health Network Rehab Support Tech August 2023-April 2024

Assists physical and occupational therapists with on-the-job duties as well as preparing equipment. Obtains patient information using computer software. Strives to make patients feel comfortable within the office.

Education

Rowan College of South Jersey

Major: Computer Information Systems
Credit Hours Earned: 7
Credit Hours Transferred: 22
Credit Hours in Progress: 15
GPA: 4.00

Temple University

Major: Early Childhood Education
Credit Hours Earned: 115
GPA: 3.83

Lehigh Area High School Class of 2019

Certifications

MS-900: Microsoft 365 Fundamentals Certification

May 2023

Qualified to suggest Microsoft 365 solutions for resolving organizational IT issues. Familiar with the basics of cloud-based tools that support customers' productivity and cooperation.

Skills/Tools

Microsoft Office Troubleshooting	HTML
Problem-solving	CSS
Attention to detail	JavaScript
Customer Service.	Vs Code
Written & Verbal communication	Git/GitHub

Projects

Personal Website

I have developed a website using HTML, CSS, JavaScript, and a database. My website showcases my ability to create aesthetically pleasing designs while also ensuring optimal functionality.

Open the project [here](#).

Coffee Website

This project is built with HTML for content structure, CSS for styling, and JavaScript for interactive features. It showcases products with an integrated shopping cart and offers a responsive design suitable for all screen sizes.

Open the project [here](#).

Calculator

This is a functional calculator created using front-end technologies. The functionalities include addition, subtraction, multiplication, and division, while also accommodating decimal numbers.

Open the project [here](#).