

## Levi Brown

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### Qualifications:

Public Relations  
Secretary  
Customer Service

Data Entry  
Marketing  
Grant Writer

Volunteer Recruitment  
Bookkeeping/Maintain Records  
Federal Non Competitive Eligibility Status

### Education

Antioch College

Bachelor of arts in Social Sciences

- Communications
- Sociology

Dayton, Ohio  
2022

Ohio University

Associate of arts in Social Sciences

- Communications
- Sociology

Athens, Ohio  
2020

Logan Hocking High School

Diploma

Logan, Ohio

### Experience

Rural Action

AmeriCorps-VISTA - Grant Writer

- Responsible for writing grants to finance a variety of projects
- Propose and author legal documents
- Excel and Google Sheets Data entry.
- Cashier
- Customer Service
- Hiring staff

The Plains, Ohio  
June, 2018 to Current

Wal-Mart

Stock Associate

- Inventoried stock and restocked items.
- Regularly lifted over 50 lbs objects
- Unloaded Trucks

Athens, Ohio  
June, 2017 to June, 2018

Dollar General

Store Associate

- Operated cash register and credit machine to track retail sales
- Offered professional customer service at all times
- Kept store and counter areas neat and clean
- Responsible for light in store maintenance
- Stocked shelves, bins, racks, and coolers as needed

Logan, Ohio  
June, 2016 to June, 2017

Next Rep

Logan, Ohio

Customer Representative

October, 2016 to June, 2017

- Handled customer support calls for Grubhub through independent contract work
- Offered professional customer service at all times
- Regularly dealt with High call volume and High emotional intensity calls

Kroger's

Logan, Ohio

Customer Service Specialist

May, 2015 to August, 2015

- General maintenance including sweeping floors, cleaning spills, and public bathrooms
- Offered professional customer service at all times

Ohio University

Athens, Ohio

Vice President-Student Political Party

2017 to March, 2018

- Identified, developed, and evaluated marketing strategy, based on knowledge of area, and cost.
- Consulted with student personnel on specifications such as marketing specifications.
- Used strategic planning to promote civic involvement.
- Performed bookkeeping services such as maintaining records of contact information, dates, and meeting minutes.
- Volunteer recruitment
- Charitable event organizing.

Secretary 2016-2017

- Operated electronic mail systems and coordinated the flow of information.
- Arranged conferences, meetings and travel reservations for office personnel.
- Coordinated events and meetings.
- Collected funds from fundraisers and handed funds to appropriate staff.
- Greeted visitors and callers, handle their inquiries, and direct them to the appropriate persons.
- Operated office equipment such as fax machines, copiers and phone systems, and used computers for spreadsheet, word processing, database management and other applications.
- Volunteer recruitment
- Charitable event organizing.

Ohio Political Party

Athens, Ohio

Office Intern

2015 to 2016

- Communicated with customers, employees and other individuals to answer questions, and explained information, and addressed complaints.
- Volunteer recruitment
- Charitable Voter drive event and fundraising event organizing
- Answered telephones, directed calls and took messages.
- Processed and prepared documents, such as business and government forms.

Inspirefest

Logan, Ohio

Founder & Co-Chair

2013 to 2015

- Managed special events such as music festivals, and other activities in order to acquire PR and funds for the Hocking Hills Inspire Shelters.
- Formulated policies and procedures related to programs.
- Evaluated advertising and promotion programs for the fundraiser.

- Spearheaded online marketing and branding efforts for product launch.
- Keep records of financial transactions for fundraisers, using calculator and computer.
- Was instrumental in out reach to agencies and the community to support fundraiser.