**Brooke R. Keeports**

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**Education**

Tallahassee Community college

* Associates in Arts Degree

**Experience**

**Southern Oaks Equestrian Center**

September 2016 – Present

In this position, I am a working as a student intern. My primary responsibilities are feeding the horses, making sure horses get their supplements and medications, cleaning stalls, cleaning water buckets and water troughs, turning horses out and bringing them inside.

**Regency Oaks**

March 2014 – December 2014

Primary responsibilities were serving and making sure customers were satisfied with their meals. Additional duties included seating residents, cleaning the kitchen and helping restock the pantries.

**Amber Glenn Fed Depot**

December 2014 – August 2015

Primary responsibility was working as a cashier. Additional duties included answering the phone, scheduling and making deliveries and stocking inventory.

**Bay to Bay Properties**

August 2015 – Present

In this position, I am working as a student intern. Primary responsibilities include printing, filing and inputting bids using ProCore software. Responsible for assembling and mailing Invitation to Bid packages for potential subcontractors. Also, review and input drawings and create and assemble binders for individual jobs. References available upon request.

**Community Service**

**Grace Family Church (Tampa, FL)**

December 2015- August 2016

Duties included volunteering at a local soup kitchen and serving meals to the homeless of the Tampa area every Tuesday night. Responsibilities included maintaining the kitchen, serving meals and interacting with a diverse crowd.