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AUDREY BRAZEEL, M.S.

AUSTIN, TX

EDUCATION

MASTERS OF SCIENCE 2017

TEACHING AND LEARNING,
ORGANIZATIONAL LEADERSHIP
AND CHANGE MANAGEMENT

Colorado State University Global GPA 3.85

BACHELOR OF ARTS 2011

ANTHROPOLOGY AND
ETHNIC STUDIES

University of Colorado Boulder

PROFESSIONAL SKILLS

- Graphic and website design
- Social media marketing
- Curriculum development
- Grant writing and fundraising
- Market research
- Recruitment

Software used: Workday/FB Workplace, Concur, Powerschool student data software, Tracker I-9, Prism digital sign display, DelTek Vision project accounting software, Outlook, Microsoft Office: Word, Excel, Powerpoint, Publisher and Photoshop.

ACCOMPLISHMENTS

- Americorps Award for 10,000 hours of service (2010-2012)
- Wrote and published first book in Spring 2020 - Generation Nanny www. Generation Nanny.com

WORK EXPERIENCE, 2013-2020

FIELD RECEPTIONIST

Milestone Technologies @FACEBOOK - Austin, TX | Aug2019 - PRESENT

This role serves on the Global Security team for the FACEBOOK office in Austin, Texas. Checking in/out visitors, administering temp badges, coordinating daily office operations, and working internal and external events for FACEBOOK. Maintaining a secure and safe working environment is priority for this role, alongside customer service and knowledge of building and security operations/protocol.

RECEPTIONIST - RECRUITER - *SUBSTITUTE TEACHER

IDEA Public Schools - Kyle, TX | Sept2018-Aug2019

Handling all incoming and outgoing communications between school departments, parents, students, and teachers on a daily basis. In addition, this role handles on-boarding of new staff I-9 compliance, security, and safety procedures of the school. Recruitment, registration, and student data processing for new students and families, coordination of school activities, and management of the Assistant Principal of Operations calendar. *Started with IDEA as a substitute for 6th grade Reading Intervention in September 2018; accepted Reception-Recruitment role in January, 2019.

CONSULTANT, SMALL BUSINESS AND NONPROFIT

Audrey Brazeel Consulting - Denver, CO -> Austin, TX | Jun2016-Dec2018

Fundraising | Event Planning | Digital Marketing Strategy | Curriculum Development | Leadership Development
Audrey started consulting in 2016 amidst earning her Masters degree with the goal to use her experience and knowledge in organizational leadership and change management to develop innovative and personalized ways for small organizations to tap into new revenue streams. As a contracted consultant, Audrey works with entrepreneurs and community-based start-up and nonprofit organizations to create strategic partnerships, develop and implement fundraising and marketing strategies, aid in the management and execution of small to large scale events, and works alongside the organization's leadership team to meet their goals. To see some of her previous projects, please visit her website at www.AudreyBrazeel.com

PROGRAM DIRECTOR & INTERIM EXECUTIVE DIRECTOR

Empowerment Center of East County (EC2) - Lafayette, CO | Jul2013-Dec2018

Starting as a Program Director (2013-2017), responsibilities included directing all youth development, service-learning, and college readiness outreach programs for 300+ K-12th grade students at 6 public schools. Audrey devoted 5+ years to building the organizations' financial and programmatic capacity to continue serving low-income students and their families in East Boulder County. EC2 went from serving 30 students/yr. in 2013, to 400 students a year in 2016. There was an increase in volunteer and community engagement by 90% and cash reserve went from \$50,000 to \$250,000+ during this time. In 2017, Audrey transitioned to work with the Board of Directors as a consultant and Interim Executive Director. She remotely managed staff, maintained partnerships, coordinated programs, and on-boarded the new Executive Director in December 2018 after relocating to Austin, Texas in July 2017.

COMMUNITY MANAGER

Confluence Small Business Collective (CSBC) - Lafayette, CO | Jul2016-Jul2017

This work exchange was developed by Audrey Brazeel to help both EC2 (nonprofit featured above) and CSBC's operational goals in 2016-2017. Audrey developed a staff sharing arrangement between the non-profit and coworking space; piloting the program herself by providing daily management of the office space in exchange for the nonprofit to utilize the coworking space for her and other EC2 staff members. Responsibilities included building community amongst members, giving tours, intake of drop-in customers, organizing office events, and aiding the owner in designing a sustainable work exchange program for future nonprofit partnerships. In May, 2017 the position transitioned to a paid position for Audrey, allowing the program to expand.