

Becky Brown

651-431-0560

Andover, Minnesota

freebrowns@gmail.com

Work History

Office of the Ramsey County Attorney, St Paul, MN

- *Child Support Enforcement Agent* December 2008 - December 2018

- Maintained 700+ child support cases
- Wrote and maintained standard operating procedures
- Provided front desk agent support for walk in clients

- *Clerk Typist III* December 2006 - December 2008

- Administrative support for child support enforcement and truancy offices
- Updated and maintained databases, tracking sheets and other documentation
- Generated communication to parents and schools
- Provided general administrative support and customer service

Bethel University, Arden Hills, MN

- *Event & Conference Manager* August 2001 - December 2006

- Managed 200+ rental events each calendar year for 5-1500 participants
- Rented campus facilities including a concert hall, dorms & classroom spaces including site tours, contract negotiations, event execution and re-booking.
- Coordinated Security, Building Services, Technical & Catering support

Education

Bethel University, Arden Hills, MN - *BA, English & Social Studies Secondary Education and Political Science*

Completed coursework for a middle & high school Social Studies and English/Language Arts teaching license with a concurrent degree in Political Science.

Volunteer

Constance Homeschool Co-op - Board Member and Speech /Debate instructor