

Brittany Allen

Education

Master of Science, Agricultural Education – Texas Tech University – May 2017

Bachelor of Science, Agricultural Leadership and Development – Texas A&M University – May 2015

Skills

- Leadership skills
- Working with volunteers
- Adult and Youth education
- Program planning, design, implementation, and evaluation
- Organization and time management
- Working as part of a team
- Customer service
- Attention to detail
- Proficient with computers and technology – typing 70 words per minute, using programs such as: Microsoft Word, Zoom, Microsoft Teams, PowerPoint, Outlook, Publisher, WordPress, Canva, and Excel, some experience with Access.

Experience

Texas A&M AgriLife – Galveston County Extension Agent, 4-H and Youth Development

- Coordination of 4-H youth program for Galveston County – mentoring over 300 youth members and over 100 adult volunteers annually in opportunities to participate in 5 program areas: livestock and agriculture, natural resources, STEM, family and community health, and leadership and citizenship. Working with youth members to participate in contests and events, apply for scholarships, and learn fundamental skills. This also includes management of program funds, with annual transactions over \$49,000.
- Provide educational programs to youth that are not 4-H members. In the 2020-2021 year this included: reaching over 1,300 participants in a virtual cheesemaking demonstration, working with local organizations to provide STEM programs to over 100 typically underrepresented youth, and providing an educational program to over 50 youth on the life cycle of a chicken with an egg hatching demonstration.
- Appointed to serve on committees at both the district and state levels to develop and implement several youth programs, as well as educational trainings for other County Extension Agents.

Texas A&M AgriLife, Office of the Vice Chancellor and Dean

Program Assistant

- *Promoted to Program Assistant to reflect expanding scope of duties related to the addition of event spaces, as well as quality of performance in initial position; these duties and accomplishments are in addition to previous responsibilities.*
- Point of contact for events at The Gardens at Texas A&M, scheduling and responding to questions.
- Assisting in development of policies and procedures for The Gardens.
- Coordinating events within The Gardens, managing finances and billing for events.
- Give presentations to undergraduate classes about event venues and event planning, giving tours to visitors and prospective clients.
- Increased number of events by over 50% and increased revenue by 102%.
- Excellent customer service; all survey responses related to staff have been positive – 13% satisfied, 87% very satisfied – and many reviews mention me specifically.

Administrative Associate

- Main point of contact for The AgriLife Center and manager of daily operations, including operation of audio/visual technology, scheduling, answering client questions, working with vendors, and finances.
- Planning and directing 90 or more various types of events per year with 30-300 guests at each.
- Versatility, flexibility, multi-tasking, and organization – working with different kinds of people and working on different stages of various events at the same time.
- Ability to respond to problems and troubleshoot quickly under stress during events.

College Station ISD – Kids Klub Counselor

- Responsible for the after-school care of elementary students enrolled in Kids Klub, accountable for the safety of 15 children personally and 60 children as a team in the 2nd – 5th grade age group.
- Planned and developed daily and semester-long curriculum to encourage fun, teamwork, and learning.
- Mediated students, encouraged appropriate behavior using the Conscious Discipline program.