

# Resume for R. Malaika Brodeur

(217) 954-1212

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## EDUCATION:

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12/94 B.A. English, Minor Psychology / Music, Curry College, Milton MA  
Behavior Modification and Non-Applied Violence Training

## VOLUNTEER EXPERIENCE:

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10/01 – 9/02 **Caring Canines / Dog Therapy**  
Work with certified therapy dog to visit hospitals and assisted living facilities.

## WORK HISTORY:

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04/07 – 07/08 **Pacific West Land**, Bainbridge Island WA *Office Assistant / Personal Assistant*  
Customer service, scanning, data entry, travel planning.  
Personal assisting for owner and wife at office and home, personal errands.

10/05 – 01/07 **Island Gopher LLC**, Bainbridge Island WA *Owner*  
Professional Errand Services. Courier documents, run errands for customers.

09/02 – 08/03 **Cooperative Elder Services**, Acton MA *Activities Assistant*  
Plan and execute activities for diverse elderly population. Lead group discussions, crafts, exercises, and games. Help prepare meals for breakfast and lunch.

04/99 – 08/01 **Antique Radio Classified**, Carlisle MA *Editorial and Publishing Staff*  
Type and proof classifieds, articles, and advertisements.  
Customer service, data entry, billing, inventory and shipping.

08/98 – 02/99 **Eastern Connection**, Wellesley MA *Billing Coordinator*  
Credits, pricing, re-bills, data entry, invoicing, proofreading, research accounts.

07/97 – 08/98 **Eastern Connection**, Wellesley MA *Customer Service Professional*  
Answer phones, track packages, problem solve, prepare quotes,  
take orders, handle inquiries, data entry, maintain customer accounts.

09/96 – 04/97 **Bryman Institute**, Brookline MA *Admin. Assistant / Receptionist*  
Support Admissions Department: Answer phones, greet visitors, word processing,  
data entry, distribute leads and inquiries, schedule appointments, order supplies.

09/95 – 09/96 **Solomon-Schechter Day School**, Newton MA *Admin. Assistant / Receptionist*  
Answer phones, greet visitors, filing, mail distribution, word processing. Coordinate  
events, maintain voice-mail system, substitute teaching, student health aide.

06/95 – 09/95 **Huron Towers**, Cambridge MA *Office Assistant / Receptionist*  
General office duties, answer phones, filing, deposit rents, minor bookkeeping,  
maintenance service requests, customer service.

09/94 – 02/95 **Tufts Medical School Admissions**, Boston MA *Office Assistant*  
General office duties, data entry, prepare information packets.

08/93 – 06/94 **Till Inc**, Hyde Park MA *Assistant Program Director / Night School Teacher*  
Activities for 12-22 year old special needs clients for school year: counseling, music,  
baking, field trips and athletics. Taught basic needs course to special needs adults.