
DAVID BROOKS

AGING SERVICES
PROFESSIONAL

**PROFESSIONAL
SUMMARY**

Exceptionally responsible and dedicated senior living professional with solid record of providing the best possible experience to residents. Deeply mindful of family concerns on an individual case-by-case basis. Highly adaptable in meeting and evolving to resident needs.

QUALIFICATIONS

Strong knowledge of safety procedures and regulations. Exceptional communication skills with residents, staff, family and vendors. Outstanding motivational and leadership skills. High ability to design and implement marketing and program efforts. Excellent analytical and time management skills. Proficient in budget management.

**CONTACT
INFORMATION**

3361 Timber Ridge

Powder Springs, GA

T 770.778.3051

E wdbrooks3@gmail.com

EXPERIENCE**DIRECTOR OF RESIDENT SERVICES
SAINT ANNE'S TERRACE, ATLANTA, GA
FEBRUARY 2013 TO PRESENT**

Head of the Resident and IT Services department which duties include but are not limited to: hiring and supervising staff, developing and maintaining budgets, event and transportation planning, digital, print and social media communications and marketing, overseeing the implementation and maintenance of company IT. Also became an Aging Services Guide from Leading Age Georgia.

**SHARED SERVICES MANAGER
SAINT ANNE'S TERRACE, ATLANTA, GA
MAY 2008 TO FEBRUARY 2013**

Rotated through the different departments of the community as assigned by the Executive Director. Cross trained in Marketing, Activities, Facilities Management and Food Services. Won the 2012 Leading Age Georgia Caring Heart Award while in this role.

**MANAGER
HAT SHACK, OXFORD ALABAMA
AUGUST 2007 TO MAY 2008**

Managed nearly every aspect of store operations. Trained and developed store staff in customer service techniques. Monitored and implemented corporate programs in sales & merchandising.

**ASSISTANT MANAGER
THINGS REMEMBERED, OXFORD ALABAMA
AUGUST 2006 TO AUGUST 2007**

Trained, hired and supervised staff. Monitored and implemented corporate programs in sales & merchandising. Received a 110 out of 100 on a secret shop.

EDUCATION

**UNIVERSITY OF MARYLAND UNIVERSITY
COLLEGE**
ADELPHI, MARYLAND
B.A. ENGLISH/JOURNALISM
3.0 GPA

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JACKSONVILLE STATE UNIVERSITY
JACKSONVILLE, ALABAMA
STUDIED BUSINESS COMMERCE

UNIVERSITY OF ALABAMA
TUSCALOOSA, ALABAMA
STUDIED BUSINESS COMMERCE

Member of the 2005 Cotton Bowl Team

MCEACHERN HIGH SCHOOL
POWDER SPRINGS, GA
COLLEGE PREP W/DISTINCTION
3.5 GPA

COMMUNITY OUTREACH

I was a Board Member for the Georgia Institute on Aging from 2015 to 2017, served on the 2017 Leading Age Georgia Millennial task force, and I am currently serving as an Ex-Officio Board Member for Leading Age Georgia. Also, for the past 10 years I have volunteered my time to mentor young men as a football and basketball coach in the Powder Springs community

REFERENCES

**TERRI MONROE, EXECUTIVE DIRECTOR OF
SAINT ANNE'S TERRACE**
678.735.9998

**ARTHUR LEVIN, CFO OF SAINT ANNE'S
TERRACE**
678.596.3012

**BOB CARR, OWNER OF COMMON
COURTESY**
404.964.9926

**WALTER COFFEY, MANAGING PARTNER OF
WD INTERNATIONAL**
678.362.0298