

Ashley Milan Brooks

a.milanbrooks@gmail.com | ashleymilanbrooks.com | Contact for Phone #

I utilize my creative, analytical, and community-building capacities to **grow social connections, build empathy, engage critical thinking practices, and influence innovative mitigations to social problems.** With over 10 years of community service and professional experiences, my leadership, passion, and tenacity to view life through a human-centric and intersectional lens can improve the innovation and implementation of multidisciplinary services, programming, and organizational policies.

HIGHER EDUCATION

MFA - Design Research and Development
Minor in Public Policy and Management
The Ohio State University, 2023

BA - Urban Affairs
Urban Planning Concentration
Wright State University, 2020

ASSETS

- Co-/Participatory Design
- Design Research
- Facilitation
- Theatre/Live Performance
- Public Speaking
- Workshop Development
- Creative Curation
- Emotional Intelligence
- Cultural Competency
- Journey Mapping
- Usability Testing
- Inclusive Service Design
- Leadership
- Project Management
- Non-Profit Management
- Systems Thinking/Planning
- Event Hosting
- Strategy and Analytics

CAREERS + POSITIONS

Nonprofit Partnerships Coordinator

Besa

March 2024-Present | Columbus, OH
40 hours weekly

- Create and Strengthen Besa's Nonprofit Relationships Across Central Columbus
- Update and Manage Databases for Accurate Data Collection
- Promote Civic Engagement through Direct Action Volunteer Experiences
- Assist Curation of Volunteer Experiences with Community and Business Partner Stakeholders

Research and Development

Contractor

LBB Edutainment, LLC.

July 2023-Present | Columbus, OH
Varied hours

- Collaborated with Various Community Partners for DEIAB Initiatives
- Reconciled Bank Statements and Accounting with Odoo
- Grew Competency of DEIB Practices in Workplace Culture
- Strategized and Facilitated Personal and Digital Focus Groups for over 300 Artists

Contracted Consultant

New Voices for Reproductive Justice

Oct 2023-Nov 2023 | Columbus, OH
10-15 hours

- Consulted UX Activations for \$150,000 Voter Engagement Initiative
- Implemented Community Organizing Events with Multidisciplinary Team
- Created and Analyzed Quantitative Research Survey

Executive Assistant & Health Equity Content and Research Specialist

HUES Women's Health Advocacy Institute (Remote)

June 2023-Nov 2023 | Dayton, OH
20-40 hours weekly

- Managed Social Media and Promotion for over 1,000 Followers
- Developed Social Media Content for Online Database and Website
- Assisted with Executive Level Planning and Programming
- Curated Communication and Marketing Materials

Event Series Coordinator

Scripted in Black (Hybrid)

Aug 2020-Present | Dayton, OH
20-25 hours weekly

- Strategized Culturally Intentional Community Experiences with Team Members
- Engaged Over 1,300 Social Media Followers
- Developed Monthly Newsletters
- Acted as Creative and UX Writer
- Collaborated with Small Businesses and Corporate Organizations

Leadership Ambassador

Zora's House

Feb 2023-June 2023 | Columbus, OH
8-12 hours weekly

- Expanded Community among WOC in Columbus OH
- Designed Sustainable Development and Fundraising Initiatives for \$5 Million Capital Campaign
- Participated in Social Media Marketing and Brand Awareness
- Managed Co-Working Space

Licensed Public Adjuster Agent

Metro Public Adjustment, Inc. (remote)
Dec 2020-Dec 2021 | Bensalem, PA
20-40 hours weekly

- Filed Small Claims for Property Owners
- Educated Property Owners about Insurance Claims
- Managed Outreach for Maximum Impact

Graduate Teaching Associate

The Ohio State University
Aug 2021-May 2023 | Columbus, OH
20-30 hours weekly

- Assisted over 180 Students in Introduction to Design Thinking Course
- Created Slideshow Presentations
- Graded for and Guided Written Assignments

Enumerator

U.S. Census Bureau
Aug 2020-OCT 2020 | Beavercreek, OH
20-30 hours weekly

- Conducted Non-Response Follow Up (NRFU) Questionnaires for the 2020 Census Efficiently and Respectfully
- Engaged Beavercreek OH Citizens
- Organized Research in Provided Software

Intern

The Conscious Connect
JAN 2020-MAY 2020 | Dayton, OH
15 hours weekly

- Located Non-Profit Grants to Increase Literacy in Public Spaces
- Canvassed Across Dayton OH Communities
- Developed Distance Youth Literacy Program

Closing Manager/Shift Lead

Tropical Smoothie Cafe
Dec 2017-Feb 2021 | GA & OH
30 hours weekly

- Managed Up to 12 Employees and Holistic Business Operations
- Maximized Team Efforts
- Reduced Operational Costs
- Provided Positive Customer Service

PUBLICATIONS & ORIGINAL WORKS

- *An Intersectional Lens: Using Participatory Design to Foster Inclusivity and Belonging in Community-Driven Civic Environments with Black Indigenous Women of Color (BIWOC)* | Thesis & Book, 2023
- 'Honestly, I'm irritated.' | Podcast, July 2019

CERTIFICATIONS

- Conduct UX Research and Test Early Concepts | June 2024
- Build Wireframes and Low-Fidelity Prototypes | May 2024
- Start the UX Design Process: Empathize, Define, and Ideate | April 2024
- Foundations of User Experience (UX) Design | March 2024
- What If Women of Color Designed Everything? Equity Design Intensive | March 2023
- CITI Program Human Research | Oct 2021-Oct 2024
- CITI Program Responsible Conduct of Research for Administrators | Oct 2021
- National Society of Leadership and Success | Dec 2020

RESEARCH CONTRIBUTIONS

- Hatch and Nest*/GiveBack Hack | Dominique Johnson, 2023
 - *Appointed SEA Change Board Member | June 2024
- WOC Equity Design Institute Workshops | LC Johnson & Mickey Ferrera, 2023
- Imagining Sexual and Reproductive Futures | Camille Snyder, 2023
- Redesigning Processes to Contribute to a Diverse Environment... | Luiza Souza Correa, 2022