

## Amber Thomas

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### Experience

Consultant *March 2020 – May 2022*

Assistant Director *May 2021– May 2022*

The Writing Center, Longwood University

- Aided students with their various writing assignments
- Encouraged students to try new approaches to the writing process
- Designed new Writing Center logo on Canva
- Created a Consultant Handbook and an Assistant Director Handbook
- Advocated for and managed projects to improve diversity and equity
- Shadowed previous Assistant Director
- Hired and trained consultants for new school year

### Extracurricular Activities

Secretary of Alpha Lambda Delta Honors Society *August 2019 – May 2020*

Director of Jobs for The Big Event *August 2020 – May 2021*

- Communicated with an executive team and to local community
- Represented Longwood University in the town of Farmville
- Developed safe, alternative service projects (due to COVID-19)

Director of The Big Event *May 2021 - May 2022*

- Developed service projects for students to perform
- Collaborated with an executive team
- Managed the various functions of the event and team

### Customer Service

Food Lion, Williamsburg, VA *May 2019 – August 2020*

Au Bon Pain, Farmville, VA *October 2018 – March 2020*

Williamsburg Christian Retreat Center, Toano, VA *March 2017 – August 2018*

- Provided a positive and friendly experience
- Collected payments from customers
- Assisted and answered questions from customers
- Managed a small team of people
- Organized and implemented tasks in short periods of time
- Maintained a clean and safe work environment

### Education

Longwood University

Cormier Honors College *2018 – 2022*

- BA in English
- Concentration in Rhetoric and Professional Writing
- Minor in Communication Studies

### Other Skills

- Experience with Microsoft Word, Google Drive, Facebook, Instagram, Canva, and a willingness to learn to use other softwares and platforms.
- Simple Spanish