

AMBER BURNS

amber.burns@live.longwood.edu

(804) 882-4430

LINKEDIN.COM/IN/ABURNS01/

EDUCATION

LONGWOOD UNIVERSITY

FARMVILLE, VA

MAY 2023

Bachelors of Science in Liberal Studies Concentration: Special Education

Minor in English

Cormier Honors College

GPA: 3.963

President's List (4 semester) Dean's List (1 semester)

WORK EXPERIENCE

PEER MENTOR

FIRST YEAR EXPERIENCES- JUNE 2020-DECEMBER 2020

- A part of both the Summer and Fall Peer Mentor teams
- Aided incoming freshmen with orientation and adjusting to life at Longwood University

PERSONAL CARE ATTENDANT

CONSUMER DIRECT CARE NETWORK- FEBRUARY 2019-SEPTEMBER 2021

- Attended to an individual with a disability in daily activities around the house, as well as continuously worked on social skills throughout the community

HOSTESS

OUTBACK STEAKHOUSE- NOVEMBER 2017-AUGUST 2019

- Kindly greeted guests as they entered the restaurant and took them to their seats
- Answered phone calls and directed them to whoever they needed to communicate to

FIELD SERVICES INTERN

TWIDDY & COMPANY VACATION REALTY - JUNE 2022-PRESENT

- Communication liaison between vacation homeowners and vendors to ensure problems in homes are addressed quickly and efficiently

SKILLS

SOCIAL MEDIA

- Skills in creating graphics and posters on Canva
- Increase Instagram followers for Special Education Ambassadors by 62%

OFFICE SUITE APPLICATIONS

- Proficient in using both Google applications such as Docs, Sheets, and Slides, as well as Microsoft Office applications such as Word, Excel, and PowerPoint
- Creates Google Slides to present at meetings for organizations to better show information

COMMUNICATION

- Sets agenda and runs weekly chapter meeting for multiple organizations
- Responsible for recruiting, coordinating, and executing a multi-vendor, large scale event
- Improving customer experience through complaint resolution and strong decision-making

LEADERSHIP

SPECIAL EDUCATION AMBASSADORS

SECRETARY

MAY 2022-PRESENT

- Take detailed minutes at meetings for members to relay back to with important information

CHAIR

MAY 2021- MAY 2022

- Run monthly meetings and put together information for the meetings into Google Slides
- Attend leadership meetings outside of the organization
- Aid in any projects / ideas that other chair positions create

SERVICE CHAIR

NOVEMBER 2020-MAY 2021

- In contact with a professor about parent support group and relayed that to the Ambassadors
- Planned Need to Know Day and any other service activities that the Ambassadors wanted to take part in

ALPHA GAMMA DELTA, GAMMA LAMBDA CHAPTER

CHAPTER PRESIDENT

DECEMBER 2021-PRESENT

- Run Chapter meetings and ensure all Vice Presidents have all of the information they need.
- Meet weekly with Chapter Advisor to discuss upcoming events, chapter concerns, and any information the rest of the chapter needs to be aware of.

DIRECTOR OF RITUAL

DECEMBER 2020-NOVEMBER 2021

- Attended all Chapter meetings and ensured everyone's participation in the Ritual
- Planned Ritual events for new members to teach them about the importance of our history, as well as Initiation

ORDER OF OMEGA, THETA CHI CHAPTER

VICE PRESIDENT

MAY 2022-PRESENT

- Assist any position with tasks that need to be completed for the organization
- Take the place of the President when they are unable to fulfill their duties

GREEK AWARDS HEAD

MAY 2021-MAY 2022

- Create and promote a form for individuals in the Greek community to nominate fellow members for awards for their contributions to the Greek community
- Assemble a group of unbiased faculty and staff to vote on those nominated for awards

GREEK EMERGING LEADERS EXPERIENCE

FEBRUARY 2021-MAY 2021

- Participated in a 8 week course with others in the Greek community where we learned what characteristics and skills are needed in order to be a quality leader, and applied them through activities in the community

ACTIVITIES

- **Mortar Board, Geist Chapter**, member, January 2022-Present
- **Order of Omega Greek Honors Society, Theta Chi chapter**, member, March 2021-Present
- **Kappa Delta Pi International Honors Society in Education**, member, November 2020-Present
- **Alpha Gamma Delta, Gamma Lambda chapter**, member, September 2020-Present
- **Special Education Ambassadors**, member, December 2019-Present