

Curriculum Vitae

Amanda Fitzberg

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Education Humboldt State University (HSU), Arcata, CA
Bachelor of Arts Degree in **Psychology**, December 2008
Leadership Studies Coursework Major GPA: 3.66

Career Center Humboldt State University Career Center Arcata, CA
Experience **Internship Peer Advisor (IPA)** Aug. 2007- Present

- **Presentations**

Presented 19 workshops and 10 academic class presentations to over 300 students on how to re-search internships, develop self-marketing tools and in promotion of the Career Center and IPA program.

- **Resource Development**

Developed print and web resources for students in specific topics such as; resume writing, how to find career-related experience in social advocacy, with animals, in law and theatre therapy.

- **Counseling**

Conducted 50 one-on-one appointments with fellow students to help them research internships, encourage them to find internships, create resumes, cover letters and network with potential employers.

New Student Humboldt Orientation Program (HOP) Arcata, CA
Programming **Operations Leader** Nov. 2007- Oct. 2008
Cabinet Member Oct. 2006- Oct. 2007
Orientation Counselor Summer 2005- Spring 2009

- **Counseling**

Counseled students about their course schedule and aided them through the computer course registration process. Taught over 300 students one-on-one and in groups about Humboldt State University and degree requirements.

- **Programming**

Coordinated all social programming for new students during the summer, including an end of the summer concert. Worked with a social programming budget of \$3000 to entertain over 1800 people throughout 5 summer orientation sessions. Booked musical Entertainment, designed room layouts, managed staff and delegated staff duties during the events. Reserved and coordinated the usage of over 160 large event spaces and rooms on campus for 6 orientation sessions during summer 2008. Planned and implemented a staff banquet for 36 people.

- **Hiring**

Hired 33 people to counsel seven orientation sessions during the 2008 spring & summer through reviewing each candidate's resume & cover letter, and by conducting both group and individual interviews. Hired 4 cabinet members to assist during the 2007-2008 year.

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New Student
Programming
(cont.)

- Fundraising

Contacted local businesses to collect donations for drawings at social programs. Co-planned and volunteered for fundraising events to raise money for 7 people to attend the National Orientation Directors Association. Fundraising events included selling coffee at football games and selling desserts in the university quad.

- Training

Co-taught a training course during the spring semester for potential counselors about the University and degree requirements; in addition to providing social justice and group dynamic education. Graded assignments and co-created curriculum for students. Co-coordinated a 2-day training retreat for 40 members of HOP. Organized a day long staff orientation to complete necessary employee paperwork and to have staff media trained.

Residence Life
Experience

Humboldt State University Housing

Arcata, CA

President, Residence Hall Association

May 2006- May 2007

Chair, Legislative & Advocacy Board

May 2005- May 2006

Chair, Residence Programming Board

May 2005- May 2006

Vice President Residence Hall Association

May 2005- May 2006

Vice President, Hill Council

Nov. 2004- May 2005

- Programming

Coordinated and planned a \$500 carnival, coordinated RHA week consisting of a social program daily in a different residence hall area, chaired the programming board which implemented 12 programs throughout the year and allocated to designated programmers. Acted as liaison between Directors of Dining and Housing for programming purposes.

- Group Facilitation

Facilitated weekly meetings as chair and president of councils ranging from 6-25 members; created agendas and led meetings through the use of parliamentary procedure.

- Training

Created print resources for executive council members in 10 RHA councils, organized 2 day long training retreats for council members. Trained members in how to increase resident involvement, use of parliamentary procedure, marketing, social programming, executive member duties, how to write legislation and understand the council's constitutions.

- Marketing

Created a newspaper to advertise RHA week that went to 1300 residents, created posters, table tents, handouts and flyers to advertise social events and council meetings throughout the year.

Research
Experience

“Virtual Communication”- Pilot Study

Senior Project Course, Fall 2008, Humboldt State University

“MySpace”

Culture Course, Fall 2008, Humboldt State University

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Research Experience (cont.) “ Family Structure in Contemporary USA”
Social Problems Course, Summer 2007, West Hills Community College

“ Child Care for Children 10 Years & Older”
Changing Family Course, Spring 2007, Humboldt State University

Associated Students Experience Humboldt State University Arcata, CA
College of Professional Studies Representative May 2006- Dec. 2006
Met with Dean of the College to discuss improvements for communication between administration and students. Designed a peer advisor program for major advising. Acted as liaison between Film Festival Program and Associated Students.

University Committees Humboldt State University

- University Center Board of Directors, Aug. 2005- May 2008
- Program and Facilities Advisory Committee, Aug. 2007- May 2008
- Commercial Services Committee, Aug. 2006- May 2007
- Student Fee Advisory Committee, Sept. 2006- May 2008
- Finance Committee, Aug. 2005- May 2006

Business Experience United Systems New York, NY
Human Resources Intern Summer 2007
Qualified leads for sales, trained in Salesforce software, sourced for qualified candidates, interviewed candidates, wrote & posted job descriptions; put together fax broadcasts for marketing.

Conference Presentations Pacific Affiliate College & University Residence Halls Nov. 2006
Central Washington University Ellensburg, WA
“How can we make our Residence Hall Association better?”
Facilitated a round table discussion about issues that concern residence hall associations; issues such as, resident involvement, parliamentary procedure, event planning, event marketing, etc.

North Coast Education Summit Feb. 2006
Humboldt State University Arcata, CA
“What’s Wrong With You?”
Presented a full sensory experiential workshop where participants learned about issues surrounding depression, anxiety, stress, self-image and learning disabilities among students.

Pacific Affiliate College & University Residence Halls Nov. 2005
San Jose State University San Jose, CA
“Effective Marketing”
Presented a workshop on how to encourage more residence involvement in programming and how to effectively advertise.

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Conference Presentations (cont.) Pacific Affiliate College & University Residence Halls Nov. 2004
Humboldt State University Arcata, CA
"Ho'olaule'a"
Co-Presented on how to put on the Hawaii & Native American Cultural Program called Ho'olaule'a in their residence hall.

Training Humboldt State University
• Asset-Based Community Development, Fall 2008
• Social Justice Summit, Spring 2008 & 2009
• Diversity Conference, Spring 2005, 2006 & 2007
• Act to End Sexualized Violence, Spring 2007
• Leaderships Conference, Fall 2004 & 2005

Performing Arts Run-a-Muck Productions Pasadena, CA
Actress/ Co-Director Aug. 2005 & Aug. 2006
Acted in and co-directed two 90-minute plays with 10 other performers and stage crew for two single evening showings.

Drumline/ Colorguard Walnut, CA
Performer Mar. 2001- May 2004
Played marimba, xylophone, bells and base #1 in Drumline. Co-Captained Colorguard for one year and performed in over 30 field shows and 40 competitions around California and Nevada for the Verdugo Hills High School (VHHS) Marching Band.

Drama Club Play Production Walnut, CA
Set Builder Sept. 2002- Dec. 2003
Built sets for three plays at VHHS over the course of 1 ½ years and made sure props were accounted for before the shows.

Awards
• Michael Wilcoxon Chapter of the National Residence Hall Honorary, Fall 2006
Awarded to top 1 percent of all HSU residents
• Governor's Scholar, 2001 & 2002
Awarded for science and math achievement

Customer Service
• Old Navy, Cashier, Hundred Oaks, CA (May 2005- Jul. 2005)
• Staples, Cashier, Eastlake Village, CA (Summers 2005 & 2006)
• Seven Hills Café, Manager, Walnut, CA (Feb. 2004-Aug. 2004)