

Amanda Surber

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Summary

- Background in Front-End and Back-End Web Development
- Strong background in teaching, tutoring, education, music, leadership, planning, organization, grading, and scoring
- High level of performance, public speaking, teaching, research, and database training
- Experience in a variety of leadership positions

Education

Certificate for Full-Stack Web Development (in progress)
University of Charlotte at North Carolina Continuing Education
Program, Charlotte, NC, 28223

2019-2020

Class of 2016
B.M. Degree in Music Education
East Tennessee State University, Johnson City, TN 37614
Concentration in Vocal Studies

2012-2016

Employment & University Work

Full-Stack Web Development Work at UNCC Coding Bootcamp

*2019-
Present*

- Experience with both front-end and back-end web development
- Experience with multiple css frameworks, javaScript, jQuery, web APIs, Node, React, Express, mySQL, Heroku, Mongo, MERN, and more
- Experience working in individual, group, and remote settings

Scoring Supervisor for Pearson in Charlotte, NC and remote for Colorado

2018-
Present

- I train, qualify, and supervise test scorers for Pearson
- I organize and check timesheets, as well as sort test and attendance documents
- I help keep the workspace organized for my supervised colleagues
- I assist with content and technical support both on the computer and on the phone
- This position involves having to view and sort private documents

Reading Assistant and Grader for Kumon Learning Center in Mint Hill, NC

2017-2018

- I graded and recorded reading assignments for levels K-12
- I primarily assisted and tutor students in reading, but I occasionally helped with math
- I often interacted with parents and guardians
- I was involved in team building exercises with my coworkers
- I helped organize a reading and organization class for students
- I traveled with a coworker to host an orientation booth for the center
- I helped keep the reading grading and area organized
- This position involved having to view and sort private documents

Test Scorer for Pearson in Charlotte, NC

2017

- I qualified, scored, and peer-reviewed writing tests for Pearson
- I earned bonuses based on my performance
- I kept track of my own timesheet
- This position involved having to view and sort private documents

Lead Barista/Barista I at Starbucks in Johnson City, TN

2016-2017

- I completed opening duties for the store, which included setting up displays, prep-work, and cleaning
- I primarily worked as a cashier, but I also made beverages, cooked food, and helped train new employees
- When at the end of a shift as a cashier, my duties would include counting down drawers and delivering bank deposits. I am certified by Starbucks.
Fast paced, high stress environment with a lot of customer interaction and group coordination required

Choir Member with the Asheville Lyric Opera, Asheville, NC

2014

- Work involved a lot of travel and long hours of practice and performance
- Very strict, disciplinary, auditioned job that requires punctuation, accuracy, confidence, and group coordination
- Performances including acting, singing, and dancing solo, in pairs, and in groups

Server/Hostess at Harvest Table Restaurant in Meadowview, VA*2014*

- The restaurant was founded and is owned by Steven Hopp and Barbara Kingsolver as part of the “Locavore” movement. Harvest Table is an entirely organic and locally sourced restaurant focused on the development of the local economy and supporting local farmers and artisans
- The job is fast paced and requires a lot of community interaction
- I worked primarily as a server, but I also worked as a hostess on occasion
- My duties included setting up the restaurant and prep work, providing great service to the customers, serving drinks, making dessert, serving and catering private and local events, farm work, cleaning, and counting down the drawer at the end of the shift

Cashier/Stockperson at Family Dollar in Chilhowie, VA*2012*

- My duties included completing transactions and pricing, helping with customer service, delivering bank deposits, stocking, and cleaning
- Fast paced, high stress job with a lot of customer interaction

Cashier at Wendy’s in Abingdon, Virginia*2012*

- I primarily worked as a cashier and in drive thru, but I was also responsible for serving and making food, prep work, training, and cleaning and maintaining the dining and restroom areas
- High stress/high functioning atmosphere

Jobs, Memberships, Positions Held and Responsibilities at East Tennessee State University, Johnson City, TN*2012-
2016*

- Did many jobs as an Academic Performance Scholar, which included event planning and promotion, sales, organization, auditioning, receptionist/office work, social networking/advertising, and ushering events
 - Performed concerts both solo and with school and professional ensembles, premiered compositions, conducted and taught choirs and wind ensemble, tutored and gave lessons to individual students and groups, gave lectures and public speeches on the topics of vocal health and performance anxiety, and peer reviews and grading
 - Choral director for Sigma Alpha Iota Women’s Fraternity, whose duties included teaching music and scheduling, planning, and promoting concerts and events
 - Section leader in the East Tennessee State Chorale, whose duties included scheduling practice sessions and working on positive group experience-building activities
 - Observed and taught classes for grades K-12
 - Completed volunteer work for the Chorale and sorority
 - Member of the National Association for Music Education and the American Choral Directors Association
 - Made the Dean’s List
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Memberships, Positions Held, and Responsibilities at Appalachian State University, Boone, NC

2011-
2012

- Part of a leadership and organization focused learning community that regularly completed group volunteer work
- Active member of Phi Mu Women's Fraternity, which included work with event planning, charity fundraising, and volunteering
- Women's Choir member and section leader
- Marching Mountaineers member, which required a lot of discipline, punctuality, multi-tasking, and group coordination
- Part of concert coordinating clubs and DJ for WASU-FM radio station
- Made the Chancellor's and the Dean's List
- This experience helped to solidify my organizational skills, as well as helped increase my ability to be able to work with and lead others

Skills

- Coding, Full-Stack Web Development, JavaScript, jQuery, development using web APIs, Node, React, Express, MySQL, Heroku, Mongo, MERN, Bootstrap, Bulma, Foundation, Teaching/Tutoring, Grading, Scoring, Training, Vocalist, Instrumentalist, and Conductor (10+ years), Customer Service, Leadership Development, Problem Resolution, Communication, Social Networking, Maintaining and Advertising Social Media Pages, Event Planning and Promotion, Public Speaking, Acting, Public Performance, Receptionist/Office Work, Ticket Sales, Writing/Research, Lesson Planning, Microsoft Office (Complete), Adobe, Finale