

Amber M. Layne

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520-312-8990

SUMMARY

Upbeat self-starter seeking student services position utilizing positive psychology and communication skills.

EDUCATION

Bachelor of Arts, Anthropology - May 2020

Arizona State University, Tempe, Arizona

Summa Cum Laude (3.95 GPA)

Master of Education, Higher and Postsecondary Education - May 2022 (expected)

Arizona State University, Tempe, Arizona

EXPERIENCE

First Year Success Coach - Arizona State University; Aug 2019— (current)

- Peer-to-peer coaching and goal setting with transfer students to ensure achievement of student's academic, personal, professional, and financial goals
- Collaborated with students utilizing positive psychology and student-led problem solving to increase retention to the university
- Connected students to resources within and outside of the university, acted as a cheerleader toward their goals, and catalyzed them toward their vision of success

OTHER RELEVANT EXPERIENCE

Outreach Officer - *No Más Muertes*/No More Deaths ASU; Aug 2019—May 2020

- Organized, managed, and operated all tabling events
- Responded to press inquiries
- Created promotional materials for meetings and events

Vice President - Phi Theta Kappa International Honor Society; Aug 2016—May 2017

- Collaborated with local charities to organize and run several community service events
- Created and distributed promotional materials for events and club meetings
- Led meetings when the acting President was unavailable
- Managed tabling and outreach events

Training Specialist/Optometric Assistant - San Tan Village Eye Care; Jan 2017—June 2019

- Trained new employees on all aspects of eye care including insurance, machinery, medical testing, medical terminology, and client care policies
- Managed patient flow
- Created office schedule and adapted as needed for vacations and time-off requests

SKILLS

Languages: American Sign Language ACTFL intermediate Mid

Software: Microsoft Office, SPSS, Canva, Peoplesoft, Salesforce