

Amber M. Layne

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<https://asu.digication.com/amberlayne/about>

EDUCATION

Master of Education in Higher and Postsecondary Education

Arizona State University, Tempe, AZ

May 2022

GPA: 4.12

Bachelor of Arts in Anthropology

Arizona State University, Tempe, AZ

May 2020

GPA: 3.98

- Summa Cum Laude

EXPERIENCE

Lead Peer, Career and Professional Development Services

Jan 2022–May 2022

Arizona State University

- Coordinated and led professional development workshops for team of 75 student workers to increase employment offers by 35% following graduation
- Conducted career advising appointments with students and alumni to provide guidance and feedback in major and career exploration in order to achieve their professional goals
- Organized and hosted Career Readiness workshops for classes, clubs, and organizations with 56% of attendees reported feeling “more confident,” in their ability to find a job post-workshop

Practicum Student, New Student Programs

Aug 2021–Dec 2021

Arizona State University

- Created new organizational structure for student worker team of 16 to efficiently manage inventory
- Developed benchmarking assessment of transfer orientation programs in order to create an interactive, innovative, and accessible transfer orientation program for ASU
- Managed and led Care Crew team to ensure students under quarantine restrictions could obtain goods and services without breaking isolation

Director of Social Engagement, Higher Education Student Association

Sept 2020–May 2022

Arizona State University

- Devised and initiated biweekly social networking opportunities for emerging higher education leaders
- Maintained alumni contacts through regular outreach to enhance connection to the university and its current students
- Crafted interactive participation strategies to promote event accessibility and increase engagement

Student Success Coach / Lead Coach, Student Success Center

Aug 2019–May 2022

Arizona State University

- Provided one-on-one coaching to students utilizing a strengths-based perspective in collaborative SMART goal-setting to facilitate goal attainment
- Collaborated with students from a positive psychology framework to affirm student experiences and belonging in an effort to increase retention and persistence to 90%
- Connected students to relevant resources within and outside of the university
- Maintained a portfolio of over 1400 transfer students through various modalities of outreach including email, phone calls, zoom meetings, and text messaging
- Acted as a liaison between team of 80 Success Coaches and professional staff to outline notable trends and themes reported by students to create relevant events and workshops

SKILLS

Languages: American Sign Language (ACTFL Intermediate)

Technical: Microsoft Office, Google Suite, SPSS, Peoplesoft, Salesforce, Canva, Canvas, CRM, Zoom