

# AMBER FALLS

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Digital Portfolio: [amberfalls.onmason.com](http://amberfalls.onmason.com)

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## EDUCATION

**Bachelor of Arts, Psychology**  
**w/ concentration in Development**  
**w/ minor in Conflict Analysis and Resolution**  
George Mason University, Fairfax, VA

Expected Summer 2017  
GPA: 3.98

## EXPERIENCE

### **Office Specialist**

*Leadership, Education, and Development Office, George Mason University*

August 2016 – Present  
Fairfax, VA

- Input data and maintain a variety of records to keep track of attendance, quality, and satisfaction with events held by the office
- Represent the office well as the first face students, faculty, and staff see when they enter the office
- Utilize Microsoft applications to prepare reports, graphs, and statistics

### **Research Assistant, Dr. Robert Pasnak**

*Psychology Department, George Mason University*

January 2017 – Present

- Work with students to develop reading, math, and pattern recognition skills
- Assist with the management of 20+ kindergarten students at James K. Polk Elementary school
- Execute daily tasks given by the Lead teacher
- Record progression records of students' academic skills

### **Child Care Provider**

*Angel's Korner Day Care and Learning Center*

May 2016 – August 2016  
Front Royal, VA

- Serve as a positive role model for children (infants – Pre-K)
- Utilize interpersonal communication skills to empathize with and cooperate with students
- Maintain state standards of handling and caring for infants and toddlers
- Provide services to infants and toddlers such as playing inside/outside, teaching, feeding snacks/lunch, arts and crafts, naps, and other fun activities

### **Leadership Consultant**

*Leadership, Education, and Development Office, George Mason University*

August 2015 - May 2016  
Fairfax, VA

- Serve as a co-instructor for the 2016 Emerging Leaders cohort, providing leadership education and development for 15 students
- Coordinate a variety of service initiatives for Mason's Family Weekend Day of Service and Siblings Weekend Day of Service
- Organize and collaborate with other University departments to host the Alumni Leadership Speaker Series with topics focused on sustainable service and non-profit work as well as connecting campus involvement with career goals
- Plan and implement leadership workshops during Health and Physical Education classes for a diverse population of students at Hampton Middle School in Prince William County (formally Godwin Middle School)
- Design and organize a daylong conference that teaches students how to become better leaders in order to create a lasting community partnership between George Mason University and Hampton Middle School (formally Godwin Middle School)
- Facilitate leadership workshops for adult learners with disabilities

## ACTIVITIES AND SERVICE

- Volunteer at Wesley Housing Corporation
- George Mason University RSO Give to Save, Member
- National Society of Collegiate Scholars, Member
- Martin Luther King Jr. Day of Service
- George Mason University Intermural Volleyball, Member
- George Mason University L-TEAM, Mentor, Member

September 2016 – Present  
September 2015 – Present  
September 2015 – Present  
January 2015 and January 2016  
October 2014 – Present  
October 2014 – Present

## AWARDS AND HONORS

- Dean's List
- 2016 Lead By Example Award
- Jack Wood Award for Town-Gown Relations
- Academic Achievement Award, College of Humanities and Social Sciences
- Student Presenter at the 2015 Leadership Mason Conference

Fall 2014-present  
May 2016  
April 2016  
May 2015  
October 2015

## STRENGTHS AND SKILLS

- Works well both independently and within a team
- Flexible and adaptable
- Committed to developing and fostering meaningful relationships
- Interpersonal and communication skills
- Proficient in various social media platforms (Instagram, Facebook, Twitter, Pinterest, and Snapchat)
- Intermediate written and verbal fluency in Spanish
- Proficient in Microsoft Word, Excel, and PowerPoint