

# Amanda Kline

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219 Wilson Road  
East Lansing, MI 48825  
klineama@msu.edu

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## EDUCATION

**Michigan State University**, East Lansing, MI  
Eli Broad College of Business  
Bachelor of Arts in Marketing  
GPA 3.45/4.0

Graduation Date: May 2016

## EMPLOYMENT

**Michigan State University Department of Finance**, East Lansing, MI  
*Student Worker*

- Receptionist and planning coordinator for three professors
- Responsible for tracking and inventory for departmental assets
- Assisted in department website development and upkeep

January 2014 - Present

**V.I.P Tanning**, East Lansing, MI  
*Customer Service Representative*

August 2012 – December 2013

## LEADERSHIP

**Michigan State University Residence Hall Association**  
*Vice President*

April 2014 – March 2015

- Planned a day-long leadership conference for 70 campus leaders
- Educated 40 representatives on parliamentary procedure

*Residence Hall Representative*

August 2013 – March 2014

- Attended weekly meetings to learn about campus events
- Worked with 15 other representatives on the Committee on Internal Affairs
- Promoted the needs and desires of 1000 residents to the larger group

**Spartans Fighting Cancer**  
*Member*

August 2015 – Present

- Assisted in the planning of Relay for Life, one of the largest college campus fundraiser of its kind
- Contacted local businesses and organizations for sponsorship for Relay for Life

**Alpha Phi Omega Service Fraternity**  
*Member*

August 2013 – Present

- Participated in various community service activities throughout the East Lansing area
- Planned and hosted Cubs on Campus for boy scouts and girl scouts in the East Lansing area

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## EDUCATION

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## EMPLOYMENT

**Michigan State University Department of Finance**, East Lansing, MI  
*Student Worker*

January 2014 - Present

- Receptionist and planning coordinator for three professors; practiced skills such as multi-tasking, project management and prioritization
- Responsible for tracking and inventory of departmental inventory and assets
- Assisted in department website development and content management

**V.I.P Tanning**, East Lansing, MI  
*Customer Service Representative*

August 2012 – December 2013

- Created promotional activities to reach a diverse population resulting in a 10% increase in sales
- Promoted commission-based business products while sustaining public relations with incoming clientele

## LEADERSHIP

**Michigan State University Residence Hall Association**  
*Vice President*

April 2014 – March 2015

- Planned a day-long leadership conference for 70 campus leaders in collaboration with peers and advisors
- Educated 50 representatives on parliamentary procedure using various educational methods, including online modules, handouts, and presentations
- Developed and organized monthly networking events for 50 representatives based on their needs
- Advised a team of 15 peers on the Committee on Internal Affairs to ensure governing documents remained effective and up-to-date

*Residence Hall Representative*

August 2013 – March 2014

- Attended weekly meetings to learn about campus events and reported relevant information
- Worked with 15 other representatives on the Committee on Internal Affairs to review the organization's governing documents
- Served as an advocate 1000 residents to ensure their needs and desires were being addressed
- Collaborated with diverse student organizations to host programs on time management and mental health

**Spartans Fighting Cancer**  
*Member*

August 2015 – Present

- Participated in the design, promotion, and implantation of Relay for Life, one of the largest college campus fundraisers of its kind
- Created and executed a strategic marketing campaign to raise awareness for Relay for Life in the community
- Practiced effective communication and presentation skills to share pertinent information with participants at pre-event meetings for participants

**Alpha Phi Omega Service Fraternity**  
*Member*

August 2013 – Present

- Learned values of service and citizenship through participating in several service projects
- Designed a meaningful learning experience for area boy and girl scouts at the annual Cubs on Campus event to introduce youth to the college experience