

# AMBER ROSS

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## EDUCATION

University of Florida: Gainesville, Florida  
Bachelor of Arts in Business Administration, December 2009  
Major in General Business Administration, Minor in Urban & Regional Planning  
Overall GPA: 4.0, Major GPA: 4.0

Palm Beach Community College: Palm Beach Gardens, Florida  
Associate of Arts Degree, December 2007  
Overall GPA: 4.0; Business Core Class GPA: 4.0

## WORK EXPERIENCE

Planning Department Intern, Palm Beach County School District, West Palm Beach, FL, June-July 2009

- Conducted research used to update Chapter 1 of the Five Year Capital Plan.
- Created a PowerPoint presentation for the 2009 SACS CASI AdvancED Florida Summer Conference.
- Provided feedback to the GIS coordinator in the Planning Department for an online Geographic Information Systems (GIS) course.
- Collaborated with several department directors and others to update the Principal Training presentation and video for principals.

File Clerk/Assistant, James R. Merola, P.A., Palm Beach Gardens, FL, May 2004-December 2007, Summer 2008

- Improved the efficiency of the billing system by creating alphabetized binders and notebooks.
- Modified the filing system within the office and warehouse location by closing and destroying old files to optimize use of space.
- Archived closed and destroyed files using computer applications to maintain accurate records of file locations.
- Revamped the law office organization to increase the ease of finding office supplies.

Financial Intern, Florida Atlantic University, Abacoa Campus, Jupiter, FL, June 2005-June 2006

- Reconciled and balanced budgets for the fiscal year integrating computer applications such as Microsoft Word and Excel.
- Assisted in the transformation of a filing system for the budget director which resulted in a more efficient system.

## CLUBS/ACTIVITIES

University of Florida's Real Estate Society, Vice President, Fall 2009, Historian, Spring 2009

Phi Theta Kappa, August 2006-December 2007

## ACHIEVEMENTS

Florida Bright Futures Academic Scholars Award, August 2006-present

- A scholarship awarded to high school seniors who demonstrate academic excellence and outstanding community service.

Beta Gamma Sigma, University of Florida Chapter, April 2009

- Membership awarded to students in schools of business for high scholastic achievement.

Community College Academic Transfer Scholarship, January 2009, September 2008

- Awarded to students transferring to the University of Florida from a state community college who received an AA degree and maintained a 3.8 GPA or higher.

University of Florida President's Honor Roll, December 2008, May 2008

- Awarded for outstanding academic performance; achieving a 4.0 GPA for the semester.

Warrington College of Business Administration Dean's List, December 2008, May 2008

- Awarded to WCBA students with a 4.0 honor point average.

Golden Key International Honour Society, October 2008

- Membership awarded to students placing in the top 15% of their class at the University of Florida

Palm Beach Community College Most Outstanding Scholar Award, December 2007

- Awarded to graduates with the highest GPA who have completed their college program within 2 years.

**REFERENCES AVAILABLE UPON REQUEST**