

# Amanda Garvis

800 Osceola Drive • Boca Raton, FL 33432  
agarvis@ufl.edu • Cell (561) 350-1328

## EDUCATION

---

**Masters of Science in Finance**, Combined Degree Program

May, 2010

**Bachelor of Science in Finance**

December, 2009

University of Florida, Gainesville, Florida

Major GPA 3.66/4.0

Achievements: Deans List, Honor Roll, Bright Futures Florida Medallion Scholar, National Society Collegiate Scholars, Financed 100% of tuition with merit based scholarships

**Relevant Coursework:**

Business Finance

Statistics for Business Decisions

Financial Accounting

Managerial Accounting

Real Estate Analysis

Macro/Microeconomics

Principles of Management

Principles of Marketing

Business Law

**Boca Raton High School**

May, 2006

Achievements: Class Valedictorian, Class President, Future Business Leaders of America, National Honor Society, Debate Team, Graduated in three years with 4.8 GPA, SAT 1340

## EXPERIENCE

---

**Hostess** *Max's Grille Restaurant at Mizner Park* Boca Raton, FL

May, 2007 – August, 2007

- Coordinated activities of dining room personnel to ensure the prompt service of more than 1,000 patrons a night
- Supervised the marketing of a summer sales campaign which directly increased early dinning revenue by 30%
- Implemented a software program and distribution procedure which resulted in an increased allocation efficiency of an average of 16 patrons per hour

**Legal Assistant** *Finizio & Finizio Attorneys at Law, P.A.* Ft. Lauderdale, FL

May, 2006 – August, 2006

- Prepared and processed subpoenas, complaints, medical reports, and summary of documents
- Organized and maintained law libraries, document files, and case correspondence
- Performed research on Florida statute and case law to prepare drafts of briefs for review and use by attorneys

## LEADERSHIP

---

**Public Relations Committee** *Alpha Omicron Pi Sorority* Gainesville, FL

January, 2008 – Present

- Maintained external communications with 15 campus chapters and the University of Florida
- Developed ads/press releases for events and distributed information to members and the general public

**Assistant Treasurer** *Alpha Omicron Pi Sorority* Gainesville, FL

January, 2007 – December, 2007

- Oversaw incoming cash flows and compiled dues of more than 180 members
- Balanced Quick Books and used various budget analyses to administer debt
- Collaborated with treasurer in allocating an annual budget of more than \$100,000

**Dance Team Co-Captain** *Alpha Omicron Pi Sorority* Gainesville, FL

August, 2006 – December, 2006

- Organized 12 team members and choreographed dance to win 2<sup>nd</sup> place in Tau Kappa Epsilon Philanthropy
- Raised more than \$1,000 to win 2<sup>nd</sup> place in Sigma Phi Epsilon Philanthropy

## ACTIVITIES/AFFILIATIONS

---

Student Finance Group

January, 2008 – Present

Financial Management Association

January, 2008 – Present

Association for Finance Professionals

January, 2008 – Present

Travel Recreation Program (TRiP)

October, 2008 – Present

- Backpacked 6,000 foot peak in Shining Rock Wilderness, North Carolina
- Backpacked more than 15 miles through Cumberland Island, Georgia

## SKILLS/INTERESTS

---

Proficient in Microsoft Word, Excel, PowerPoint, and Access, HTML and Adobe Photoshop. Conversant in Spanish. Excellent organizational, writing, and presentation skills.