

# Amanda Leigh McLaughlin

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## **EDUCATION**

### PEPPERDINE UNIVERSITY

Bachelor of Science in Business Administration

Minor: Accounting (Managerial Emphasis) & Non Profit Management

Malibu, CA

May 2009

## **EXPERIENCE**

### PEPPERDINE VOLUNTEER CENTER

JumpStart Intern

Malibu, CA

Fall 2008 - Spring 2009

- Collaborated with Site Managers for effective program management of an early childhood education nonprofit organization engaging over 100 college students and 300 low-income preschoolers in the Los Angeles County area
- Facilitated bi-monthly meetings where Early Childhood Education principles, Program Partner relationships, and program quality standards were discussed in order to provide the best possible education to developing children
- Awarded a \$3,000 grant to financially support large family and community based events
- Assisted in the recruitment, interviewing, hiring, and exiting processes of over 100 college students for a year of service

### PEPPERDINE VOLUNTEER CENTER

Executive Board

Malibu, CA

Fall 2007 - Spring 2009

- Co-led weekly meetings focusing on social justice awareness & education, professional development, and staff communication
- Mentored, supported, and assisted in training of Pepperdine Volunteer Center student staff of thirty-five
- Performed and synthesized statistical analysis reports of high volumes volunteer information and evaluation questionnaires
- Served as a front desk student representative and office manager within the Volunteer Center office to greet guests, answer volunteer questions, answer phone calls, and complete office management tasks
- Supported Special Events staff in the planning and execution of *Step Forward Day*, an annual event engaging over 1,400 students in service across Los Angeles County

### INTER-CLUB COUNCIL

Rotaract Delegate

Malibu, CA

Fall 2007 - Spring 2008

- Assisted in the management and distribution of Inter-Club Council \$40,000 yearly budget
- Awarded \$795 by the Pepperdine Voyage Lily Grant for Rotaract's fall semester trip to Dorcas House Orphanage in Tijuana, Mexico to mentor and encourage personal wellness among the children

### PEPPERDINE VOLUNTEER CENTER

JumpStart Team Leader

Malibu, CA

Fall 2006 - Spring 2008

- Planned and implemented effective AmeriCorps Jumpstart sessions, facilitated team planning meetings, and coached Corps Members to use developmentally appropriate practices with young children
- Supported eight Corps Members in the completion of over 2,700 combined AmeriCorps hours and personally completed over 900 hours of service
- Cultivated high-quality relationship with families, preschools, local school districts, and partnering organizations

### THE HOSPITAL OF CENTRAL CONNECTICUT

Project Assistant/ Data Entry Clerk

New Britain, CT

Summer 2006 & 2007

- Assisted the Main Operating Room Perioperative Director with projects including database entries, inventory spreadsheets, statistic reports, purchase orders & requisitions, record organization, and basic office/clerical functions
- Edited and compiled *Perioperative Services Policy & Procedure Manuals*, a manual of guidelines used throughout six different hospital departments

### PEPPERDINE VOLUNTEER CENTER

JumpStart Corps Member

Malibu, CA

Fall 2005 - Spring 2006

- Contributed to the planning and execution of educational activities, emphasizing language, literacy, social, and initiative skills in a low socio-economic preschool in Los Angeles County
- Engaged in a year long one-on-one relationship with a preschooler and their family

## **SKILLS**

- Proficient with PCs, Microsoft Office Suite, Macs, the Internet, and research databases
- Typing: 45 wpm
- Working knowledge of intermediate accounting principles, budgeting, and grant proposals