

Amanda Eads
1001 Leadership Place
Killeen, TX 76549

SUMMARY OF QUALIFICATIONS

- Highly educated individual with 4 college degrees
- Exceed in diverse working environments and with diverse people
- Work equally well as an individual and as a team member
- Dependable and punctual
- Great communication skills
- Completion of Online Academy at TAMU-CT – Certified to teach and develop online courses at the undergraduate level
- Trained in Quality Matters, Applying the Rubric
- CITI Program certified for Human Subject Research

EDUCATION

Master of Science, Human Resource Management December 2010
Texas A&M University (Unit of Tarleton State University) – Central Texas
GPA: 4.0 / 4.0

Bachelor of Business Administration, Management December 2007
Tarleton State University – Central Texas
GPA: 3.7 / 4.0

Bachelor of Science, Business Administration December 2007
Tarleton State University – Central Texas
GPA: 3.7 / 4.0

Associate of Science, Business Administration December 2003
Central Texas College
GPA: 3.32 / 4.0

RELEVANT COURSEWORK

Law & Regulations in HR
Managing HR Relations
Compensation Management
Leadership Development

Employment & Labor Relations
Workforce Planning & Employment
Professional Issues in HR
Responsibilities & Ethics in Leadership

AWARDS / HONORS

- Alpha Chi Honor Society, 2010 - Present
- Magna Cum Laude, 2007
- Delta Mu Delta Honor Society, 2006 – Present

EXPERIENCE

Adjunct Instructor

Texas A&M University – Central Texas, Killeen, TX 2011 – Present

- Experience teaching Personnel/Human Resource Management; Human Resource Development; Recruiting, Selection and Placement; Wage and Salary Administration; Business Ethics; Business Communications
- Course Lead – Human Resource Development
- Experience teaching online and in the classroom
- Develop and prepare curriculum for assigned classes
- Develop modules when teaching online
- Maintain an online environment for students both in the class and online
- Lecture on material necessary for the class and answer questions individuals may have
- Assign coursework that aligns with the course objectives
- Grade assignments and examine results
- Coach students on an as needed basis

Volunteer

JDRF – Bell County 2015 – Present

- Maintain member list
- Coordinate fundraisers and group gatherings

CDS in Texas, San Antonio, TX 2007 – Present

- Supervise 2 personal caregivers
- Hire and train employees on new tasks and requirements
- Manage a budget of \$54,000.00
- Submit biweekly payroll
- Perform annual reviews
- Maintain personnel records

PRESENTATIONS

Region 12 Annual Fall Transition Fair 2012

Texas A&M University – Central Texas, Killeen, TX

- Motivational Speech on disability and higher education
- Spoke to accelerated and special needs high school students

Service Dog Etiquette 2006 – 2010

St. Christopher's Pre School, Killeen, TX

- Educate children / adults on service dog etiquette
- Demonstrate tasks a working dog is capable of
- Distribute fliers regarding key points of the presentation

Muscular Dystrophy Association 1997 – 2010

Annual Jerry Lewis Labor Day Telethon, Televised

- Participate in interviews discussing Muscular Dystrophy
- Raise awareness in overcoming adversities
- Fundraising

Service Dog Sponsorship Presentation 2010

Canine Assistants, Waco, TX

- Presented a child and her family with a Canine Assistants Sponsorship
- Provided audience with background information on Canine Assistants
- Answered questions from participants and demonstrated training commands
- Interviewed by the newspaper and television station reporting the story

How to Effectively Give a Speech 2008

Co-presented with Kelly Christian & Tina Flores-Nevarez

Presented in a Human Resource Development class, Texas A&M University

- Provided participants with information on attire for a presentation
- Discussed the importance of body language and active listening
- Demonstrated key points in preparing visual aids and PowerPoint presentations

Motivational Speech 2006

Mayborn Civic & Convention Center, Temple, TX

- Spoke to honored academic high school students and their families about pursuing a dream regardless of the obstacles one might face

CERTIFICATIONS

- Citi Program – Social and Behavioral Research 2017 - 2020
- Quality Matters, Applying the Rubric 2016 - Present

RESEARCH SKILLS

- Extensive knowledge of online databases
- Efficient in APA

COMPUTER SKILLS

- Efficient in Microsoft Office Word, Excel, PowerPoint
- Advanced skills in Adobe Photoshop
- Proficient in multiple Learning Management Systems (Black Board and Canvas)

REFERENCES

References are available upon request