**Amber Quattlebaum**

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**Current Address Permanent Address**

100 Beatties Ford Rd, UPO Box 1330 226 Fox Street

Charlotte, NC 28216 Batesburg, SC 29006

**EDUCATION Johnson C. Smith University,** Charlotte, NC

Bachelor of Arts in Communication Arts - May 2013

Concentration – Broadcast Journalism

GPA: 3.8/4.0

 **HONORS** Advance Freshman Studies, Alpha Lambda Delta Freshman Honor Society, President’s

List, Dean’s List, Sigma Tau Delta International English Honor Society

**COMPUTER** Microsoft Windows 98, 2000, XP, Word, Excel, Power Point, Publisher, Access,

**SKILLS** Outlook

**EXPERIENCE JCSU Call Center,** Charlotte, NC

*Student Caller* March 2012-Present

* Update alumni contact information
* Solicit and collect pledges and gifts from alumni
* Document calls made to alumni for reports to the JCSU Annual Fund Manager

**Democratic National Convention Host Committee,** Charlotte, NC

*Intern* February 2012-Present

* Receive and direct phone calls
* Create and update a monthly bulletin (*“Charlotte in 2012”*) and a scrapbook documenting all DNC-related activities and events (i.e. newspaper clippings, articles, etc.)
* Engage the Charlotte community via survey collection addressing potential community resource additions
* Contribute to office team projects including: committee promotional materials and voter & volunteer registration

**Johnson C. Smith University,** Charlotte, NC

*Office Assistant, Center for Career Development* September 2010-Present

* Answer and direct incoming calls appropriately
* Retrieve mail and other office documents from across campus
* Assist career staff with all office events and complete assigned projects as needed

**Kiss 103.1 Radio Station,** Columbia, SC

*Intern* June-August 2010

* Worked with on-air production staff and the Program Director to deliver radio show
* Attended sales pitch meetings under the supervision of the General Sales Manager
* Shadowed On-Air personalities and promotional staff
* Researched weather and traffic information for on-air reports

**ACTIVITIES**  Communication Arts Student Association (President), Optimist Club (President), Yearbook Staff (Co-Manager/Head Photographer), National Association of Black Journalist (Treasurer), Women’s Intercultural Exchange Program, JCSU Unlimit’d Praize Gospel Choir