Amanda-Marie Freemann

EDUCATION

Master of Education in Higher Education Expected May 2013
Merrimack College, North Andover, MA

Bachelor of Arts in Psychology May 2012
Gordon College, Wenham, MA

Associate of Science May 2010
Columbia-Greene Community College, Hudson, NY

HIGHER EDUCATION EXPERIENCE

Graduate Fellow August 2012-Present
Merrimack College Office of the Provost, North Andover, MA

- Assess the College's academic advising practices
- Design, implement and maintain the website for the Provost's Office
- Research, design and develop professional quality brochures featuring faculty accomplishments

Student Ambassador January 2012-May 2012
Gordon College Career Services Office, Wenham, MA

- Guided students in using the Career Services resource library
- Reviewed and critiqued student résumés

Resident Advisor August 2011-May 2012
Gordon College Residence Life, Wenham, MA

- Administered residence hall policies and procedures
- Assisted in peer adjustment counseling (including roommate conflict resolution, dating relationships, spiritual struggles and academic difficulties)
- Planned and encouraged participation in hall-wide and floor events

Student Aide March 2009-May 2010
Counseling, Career and Transfer Services Office, Columbia-Greene Community College, Hudson, NY

- Assisted the professional staff with delivery of services to students
- Managed reception work and customer service
- Handled student services and interactions

Peer Tutor January 2008-May 2009
Academic Support Center, Columbia-Greene Community College, Hudson, NY

- Provided individual tutoring and group review sessions in the Natural Sciences (Human Biology and Forensic Science)
- Tutored subjects in the Social Sciences division (Sociology, Developmental, General, and Social Psychology)

OTHER EXPERIENCE

Office Manager May-August 2010 and 2011
Group Cares Missions Trips, Loveland, CO

- Coordinated lodging facility staff and local co-sponsor agency volunteers
- Directed weekly registration and room assignments for groups of 300-400 participants
- Hosted camps in Scranton, PA; Cornwall, ON; Owego, NY; Reading, PA; Trenton, NJ; Elkins, WV
- Maintained camp communications center
- Managed bookkeeping and financials

AWARDS

President's List September 2007-May 2010

- Maintained a GPA above 3.75 during enrollment at Columbia-Greene Community College

Leader on the Horizon Award May 2008

- Recognized for leadership roles in multiple campus organizations and activities during freshman year

Student Employee of the Year May 2010

- Exemplified excellent work ethic, punctuality, and the willingness to go "above and beyond" as a student aide