

ANDREA S. WHITE
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Education

- ◆ **Bachelor of Arts, Human Resource Management** *Fall 2008*
Florida State University, Tallahassee, Florida
GPA: 3.9
- ◆ **Associate of Arts** *Fall 2006*
Tallahassee Community College, Tallahassee, FL
GPA: 4.0

Experience

- ◆ **Assistant Director** *Summer 2008*
Entrepreneurship Bootcamp for Veterans with Disabilities
Florida State University, Tallahassee, Florida
Supervise program administration; manage staff of eight volunteers;
coordinate academic documents; communication link for veterans,
speakers, and volunteers
- ◆ **Paid Intern** *Spring & Summer 2007*
Tallahassee Community College, Tallahassee, Florida
Organized and coordinated interdepartmental documents for updating
College's *Resource Guide for Faculty*; edited and proofed for faculty
distribution. Coordinated speaking event for faculty, included logistics & setup
- ◆ **Administrative Assistant** *1987 - 2004*
The Humane Society of the United States, Tallahassee, Florida
Managed general business operations; coordinated conferences & travel for staff;
wrote and edited reports and correspondence; conducted project research;
maintained accounting records; developed & maintained office records system

Honors and Activities

- ◆ **Human Resource Management Scholarship** *2008*
FSU Human Resource Management Center Scholarship Award
Recipient for 2008
- ◆ **Phi Kappa Phi** *2008*
National Honor Society (Invitation Only)
- ◆ **Beta Gamma Sigma** *2007-Present*
Honor Society for Collegiate Schools of Business (Invitation Only)
- ◆ **Society for Human Resource Management, Florida State University** *2007- 2008*
Executive board member
- ◆ **Rotaract of Tallahassee** *2007 - 2008*
Director of Professional & Leadership Development
Developed training program and Distinguished Lecture Series
- ◆ **ALL USA Academic Team; ALL-Florida Academic Team** *2006 - 2007*
Selected as candidate for ALL USA Academic Team & top tier winner
of ALL-Florida Academic Team
- ◆ **Student Government Association, Tallahassee Community College** *2005 - 2006*
Executive board member