

Amber Clapp

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OBJECTIVE

Seeking an internship for Summer 2017 in sales, marketing, supply chain management and/or operations.

EDUCATION

Texas A&M University, College Station, TX

May 2018

Dwight Look College of Engineering, Bachelor of Science in Industrial Distribution

Mays Business School, Minor in Business Administration

Overall GPR: 3.349

Major GPA: 3.59

INDUSTRY EXPERIENCE

Keller Williams Real Estate, Southlake, TX

May 2016 – August 2016

Intern (40 hours/week)

- Database updating and entry, organizing gifts for clients, internet client review capture, social media monitoring and posting, assisted with realtor to realtor marketing, circle prospect, calling to area home owners, and deliveries to vendors and/or clients
- Attended sales meetings, listing appointments, contract meetings with clients, and house staging appointments
- Implemented a new CRM and also developed and integrated formulas for sales tracking and goal progress

Wellborn Road Productions, College Station, TX

December 2014 – May 2015

Intern (5 hours/week)

- Formulate marketing strategies with a team for the company to promote upcoming film
- Handle social media publicity, research target audiences, and advocated film in most effective manners

WORK EXPERIENCE

PINK, Woodlands, TX

May 2015 – August 2015

Sales Associate (15-25 hours/week)

- Greeted and consulted with customers as they came into the store, informing and explaining about products, on hand or online, and clarified any questions regarding all products
- Interfaced with customers at the register

Three B's Grill, Kingwood, TX

May 2013 – August 2013

Hostess (15-20 hours/week)

- Developed strong customer service skills by interacting with multiple different customers, established and grew relationships, and addressing any situation or conflict with patience and respect
- Helped maintain overall restaurant efficiency

LEADERSHIP

Kappa Kappa Gamma, Texas A&M University

Recruitment Chairman

January 2017 – Current

- Responsible for developing and managing a team of eight and creating and executing a budget
- Primary liaison between national members, alumni, and current chapter members
- Coordinate and manage days of recruitment and ensure that the highest efficiency is achieved

Recruitment Team Reference Chairman

January 2016 – December 2016

- Received and organized all potential new members recommendation letters and academic information and put it into a useful format for the chapter
- Delegated and advised recruitment team and chapter members on any and all tasks, questions, and duties during time holding this position.

Recruitment Team Hometown Coordinator

January 2015 – December 2015

- Coordinated pairings between potential new members and active members for the formal recruitment process

ACTIVITIES

Professional Association for Industrial Distribution

Shell Business Case Simulation