

# AMANDA K. ROBERTS

E-MAIL: [AKR06@FSU.EDU](mailto:AKR06@FSU.EDU) • PHONE: (850)-543-6730  
ADDRESS: 424 RICHVIEW PARK CIRCLE WEST • TALLAHASSEE, FL 32301

## OBJECTIVE

To obtain a full-time position as an industrial engineer or related areas in order to apply my knowledge in a challenging work environment and further develop my professional experience. Primary interests include process optimization, business transformation and environmentally conscious engineering processes.

## COLLEGE EDUCATION

Florida State University, Tallahassee, FL  
Bachelor of Science: Industrial and Manufacturing Engineering  
FSU GPA: 3.2  
Graduation: April 2011

## WORK EXPERIENCE

- Beef O' Brady's, Tallahassee, FL May 2008- Present  
*Assistant Manager/Bartender - Responsible for operation of the restaurant. Supervise hostesses, servers as well as kitchen staff. Bartend and perform all restaurant closing duties including money reconciliation.*  
*Server - Greet and assist customers, take and enter orders correctly, deliver food in timely manner, collect money and close out. Train new employees as necessary. Worked 30+ hours a week.*
- Fenn Chiropractic, Tallahassee, FL May 2008-December 2008  
*Marketing-Assisted Doctor with health fairs, greeted and provided chiropractic information to potential patients, performed diagnostic testing. Responsible for setup and clean up.*
- Shoe Station, Tallahassee, FL May 2008-August 2008  
*Retail-Worked in sales, assisted customers, maintained cleanliness of store and stocked shelves.*
- Buffalo's Reef, Fort Walton Beach, FL August 2004-January 2008  
*Hostess/Server- Greeted customers, answered phone, took and entered orders, collected money and closed out orders, handled reconciliation of money, trained new employees*

## INVOLVEMENT AND ACHIEVEMENTS

Six Sigma Green Belt Certified  
Institute of Industrial Engineers *Fall 2010-Present*  
Society of Women Engineers *Social Chair Fall 2010-Present, Membership Director Fall 2009-Spring 2010*  
Phi Eta Sigma National Honor Society *Member since Fall 2007-Present*  
FSU Student Booster Member  
Dean's List *Fall 2010, Spring 2010, Fall 2007, Fall 2006*  
Bright Futures Recipient *Fall 2006-Present*

## SKILLS

Design in AutoCAD  
Linear Programming  
Six Sigma  
Arena Experience

MATLAB experience  
Basic Knowledge of C++ programming  
Proficient in Microsoft Office