

Amelia O'Dell



Department: Secondary Education

Major(s): Secondary Education History **GPA:** 3.41

Campus Involvement: Executive Committee Vice President for Zeta Tau Alpha, Member of the National Society of Leadership and Success, UNA Undergraduate Service Award Nominee.

Job Duties & Responsibilities: Amelia is a Student Worker for the Department of Secondary Education. Her job duties include greeting all guests, creating flyers for events, assisting students with filling out change forms, and assisting students with checking course enrollments. She is responsible for preparing student letters, maintaining model classroom boards, and maintaining an organized supply room. In addition, Amelia is also in charge of answering the department phone when needed, checking the mail, making copies, and filing invoices and other important documents. She is known to be extremely dependable, prompt, and very professional.

Career Goals: Amelia has held several leadership positions during her college career. Her leadership skills, and amazing work ethic will help her to prosper in her future career. The experience gained from working in the Secondary Education department has brought Amelia many new connections and relationships, which have enlightened her about different opportunities that she can pursue in the professional education field. It has also helped her to become a more effective communicator and a valuable team leader.