

Amber S. Hill-Donhauser
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SUMMARY

Administrative Manager with extensive experience in team-building and leadership roles in high-tempo and competitive environments. High level of organizational skill with attention to detail with unquestionable ethics and loyalty. Personable and proactive. Consistently recognized as an effective motivator and leader by employers, coaches, peers, and teammates.

WORK EXPERIENCE

Plasterer's Union Local #9, Niagara County Building Trades & Construction Council, Buffalo Building Trades & Construction Council, North Tonawanda, NY

Administrative Manager, May 2017 - Present

Coordinate day-to-day operations within the Local including but not limited to: membership dues invoices, member funds, sub-accounts, and pension disbursements and monitoring. Manage contractor remittances and monthly arrears for the Local. Tracking bids and construction within the region and communicating with contractors for union positions on job sites for both the Niagara and Buffalo Building Trades. Cooperate with Worksite Development Institute officers to fund, promote, and effectively host Pre-Apprentice Program with host sites (Executive Order #018). Coordinate with the NYS Department of Labor for appropriate and effective coordination of Plasterer apprenticeship program.

New York Life Insurance Company and NYLIFE Securities, LLC., Williamsville, NY

Registered Representative, Financial Services Professional, Agent, October 2012 - May 2017

Manage 300+ clientele effectively through active engagements whilst maintaining a time efficient schedule on a daily basis. Proactively prospecting to grow current firm and business. Controlling all aspects of personal sole proprietorship of New York Life firm including - but not limited to - accounting and overhead expenses, scheduling, mailings, completion and processing of all paperwork (in-force, servicing, etc.), searching, scheduling, and maintaining community public relations and all relatable services and events, daily analysis on current national and state regulations with FINRA and the SEC, and continuous compliance audit and approval.

Haudenosaunee Nationals Executive Board of Directors, Haudenosaunee Nation

Board Member, Public Relations Coordinator, Policy, Procedure, and Bylaw Committee Member, August 2013 - Present

Contribute ideas and exhibit superior decision making regarding all aspects of an International Lacrosse team representing the Haudenosaunee Nationals. Procure policies and procedure applicable to participants, staff, parents, as well as other Board Members. Create press releases and secure events for Haudenosaunee Nationals exposure.

Niagara University, Lewiston, NY

Head Women's Lacrosse Coach, August 2011 - June 2012

Control all aspects of a collegiate lacrosse program including budgetary responsibilities, recruiting, practice and game plans, supervise assistant coaches and players, execute disciplinary actions when needed, and provide a friendly and mentoring atmosphere for the student athlete, while abiding by University and NCAA policies and procedures.

Haudenosaunee Nationals U19 FIL World Cup Lacrosse, Haudenosaunee Nation

Assistant Lacrosse Coach, February 2010 - April 2011

Present unquestionable knowledge of the women's lacrosse game to the U19 elite female athletes of the Haudenosaunee Nation. Assist Head Coach with drills, game line-ups, plays, scheduling, and disciplinary actions.

Haudenosaunee Nationals FIL World Cup Lacrosse, Haudenosaunee Nation

Captain, Professional Athlete January 2006 - Present

Exercise and train daily in accordance to workout and skill agenda prepared by Head Coach and Strength and Conditioning Coach. Exhibit superb leadership for teammates both on and off the lacrosse field. Act as liaison between teammates, as well as players and coaches. Host clinics for Haudenosaunee rising female youth interested in lacrosse.

EDUCATION

Syracuse University, Syracuse, NY

Bachelor of Arts from The Maxwell School of Citizenship and Public Affairs

Major: Political Science, Minors: Native American Studies, and Legal Studies, May 2009

REFERENCES

Available upon request