

# Amanda J. Benton

3229 Rodeo Road • Santa Fe, New Mexico 87507 • 505-471-4711 • ABenton@nmsu.edu

## **Education:**

Master of Science Family and Consumer Sciences. Texas Tech University, Lubbock, Texas 2014.

Bachelor of Science of Human Development and Family Studies. Texas Tech University, Lubbock, Texas 2008.  
President's List, Dean's List, Cum Laude

## **Professional Experience:**

### *Work History:*

#### New Mexico State University

4-H Family and Consumer Sciences Agent Santa Fe County. April 2019 - present

Provide leadership and guidance to Extension educational programs for adults and youth, including 4-H and youth, special interest groups, adult and youth leaders and the public throughout the county as job requires.

Support annual county fair efforts.

Recruit, train, and support volunteer adult and youth leaders.

Team with other Extension Agents in the county and district and with State Specialist, District Department Head and Administrators in planning and implementing total Extension programs.

Maintain a favorable public image and gain acceptance for self, Extension, and New Mexico State University among the county citizens.

#### Presbyterian Medical Services

Behavior Management Specialist at Santa Fe Family Wellness Center. March 2017 until March 2019

Provide behavior management services for emotionally disturbed children ages 4-18

Implemented skills to help families improve quality of life and maintain the highest possible ability to function in the community

Assisted with homework help, activity, and meals to children participating in the 3 hour after school Respite program

Implement techniques such as modeling, redirection, and crisis prevention to help clients reach their personal behavior goals

#### Centria Healthcare

Behavior Technician providing home based services. July 2016 until July 2017

Worked with children between the ages of 3-10 on the Autism Spectrum to provide ABA therapy in their homes

Responsible for recording and collecting data on an iPad on the progress and abilities of the child

Supervised weekly by a Behavior Consultant (BC) and had to be ready to provide feedback to the BC on current progress and implement programs and recommendations given by the BC

#### Midland Independent School District

Hospitality and Tourism Teacher at Midland Freshman High School. August 2015 until June 2016

Employed with a Title I school and facilitate motivation for at risk 9<sup>th</sup> graders

Certified in all FCSE content areas, and specifically integrated the TEKS for Principles of Hospitality and Tourism

Generated over \$3,000 in donations for kitchen supplies

#### Texas Tech University

Business Manager for the Department of Nutrition, Hospitality, and Retailing. December 2013 until July 2015

Facilitate new hire paperwork and travel accommodations, including international trips

Reconcile over 50 accounts, process budget revisions, complete carry forwards for accounts totaling over \$1 million  
Process orders, payments and shipping for researchers and faculty

Lead Account Processor for the Department of Nutrition, Hospitality, and Retailing. January 2011 until November 2013.

Provide student overrides and assist with add/drop forms  
Help coordinate scholarship information for over 75 scholarships, including gathering applicant information, notifying recipients, and facilitate disbursements as well as thank you letters

Specialist IV for the Department of Human Development and Family Studies. March 2009 until January 2011.

Coordinate and schedule classes and rooms for the department using AdAstra  
Assist with verifying course fee reports, and applying for changing these based on the needs of the department  
Order textbooks and process student GPA appeals

*Professional Conferences Attended:*

Teen Cuisine Roanoke, Virginia. September 2019  
International Forum for Women in E-Learning, San Antonio, Texas. December 2014  
International Association for Education in Ethics, Ankara, Turkey. May 2014. Poster Presentation.  
Institute for Global Ethics, Los Angeles, California. June 2013

*Professional Memberships:*

American Association of Family and Consumer Sciences. Member since 2015 until present

**Volunteer History:**

Learning American Sign Language to help provide services to the Deaf community. July 2016 - present

Assist with construction/maintenance of buildings with a local design department including training the community in HVAC maintenance. December 2008 - present

Child Life Practicum at Covenant Hospital in Lubbock, Texas. August 2007 through December 2007