



Amber White

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PROFESSIONAL SUMMARY

Resourceful Project Manager with 5 years of experience in organizing business operations, financial oversight and resource management to achieve smooth flow and project operations. Leads procurement of resources including equipment and supplies. Monitors projects by adhering to production schedule and budget, managing production team, identifying problems and providing targeted solutions. Knowledgeable in accounting principles, bookkeeping, budget and financial management.

SKILLS

- Brand Strategies
- Implementation
- Brand Management
- Design
- Project Management
- Work Flow Planning
- Project Planning
- Resource Allocation
- Vendor Sourcing
- Cost Control
- Strategic Planning
- Stakeholder Communications

WORK HISTORY

PROJECT MANAGER

01/2018 to 05/2024

Moss Brand School Of Business & Consulting Services | Plymouth, MI

- Provided detailed technical and operational direction in project challenges, consistently meeting deliverables according to deadlines.
- Developed and initiated projects, managed costs, and monitored performance.
- Planned, designed, and scheduled phases for large projects.
- Developed and implemented strategic project plans to meet business objectives.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.
- Sourced, vetted and managed vendors needed to accomplish project goals.
- Facilitated workshops to collect project requirements and user feedback.
- Monitored project performance to identify areas of improvement and make adjustments.
- Established effective communication among team members for enhanced collaboration and successful project completion.
- Streamlined project processes by implementing Agile methodologies, resulting in increased efficiency and reduced costs.

- Prepared detailed reports on project status for stakeholders, ensuring transparency and alignment with objectives.
- Negotiated contracts with vendors and suppliers, securing quality materials at competitive prices for efficient use of resources.

LICENSED TAX PROFESSIONAL

01/2012 to 01/2024

Moss Brand Tax | Plymouth, MI

- Increased client satisfaction by providing timely and accurate tax preparation services.
- Streamlined tax filing processes for improved efficiency and accuracy.
- Assisted clients in identifying potential tax savings through extensive knowledge of deductions and credits.
- Reduced audit risks by maintaining thorough documentation and ensuring compliance with IRS regulations.
- Enhanced client relationships through proactive communication and personalized financial advice.
- Provided expert guidance on state and federal tax laws for a diverse clientele, ensuring full compliance while minimizing liability.
- Conducted comprehensive reviews of individual and business tax returns, identifying errors or opportunities for additional savings.
- Managed high-volume caseloads, prioritizing tasks effectively to meet strict deadlines consistently.
- Leveraged advanced software tools to maximize efficiency in preparing, reviewing, and submitting client documents accurately.
- Maintained up-to-date knowledge of evolving tax legislation, proactively informing clients about relevant changes impacting their financial situation.

EDUCATION

Certificate | App Developer

Michigan State University Apple Developer Academy, Detroit, MI

Certificate | Women in Entrepreneurship Program

01/2020

Cornell University, Online

- Honor Roll [May 2022]
- [Bank of America] Scholarship Recipient
- Professional Development: [Consultant]
- Relevant Coursework: [Entrepreneurship] & [Marketing]
- Ranked in Top [25]% of class

Diploma | General Education

01/2008

Farmington High School

- Dean's List - 2008
- Honor Roll 2008
- 3.65 GPA

**PERSONAL
INFORMATION**

Titles: Project Manager, Design Specialist, Tax Professional

CERTIFICATIONS

- PMP Certificate - June 2024
- App Developer Certificate - June 2024
- Java Script Certificate 2022
- Business Development - 2021