

# AMBER BURKE

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## EDUCATION AND COMMUNICATION MANAGEMENT

Highly experienced in communications, grant management, and program management within the higher education and non-profit sectors. Passionate about diversity, equity, and inclusion (DEI). Guided by values of growth, innovation, and excellence. Able to quickly assess and interpret complex information and communicate well to a broad set of audiences.

### EDUCATION

**Gonzaga University** – Spokane, WA

**Master of Arts** – Communication and Leadership Studies, May 2024 expected

- Focus areas and sample projects:
  - Developing online courses in interpersonal communication
  - Creating and delivering presentations on diversity, equity, and inclusion
  - Producing creative content, including podcasts, website design, and media releases.
  - Exploring and communicating ethical and research-based

**San Jose State University** – San Jose, CA

**Bachelor of Science** – Hospitality, Tourism, Event, and Business Management May 2013

### COMMUNICATION TRAINING AND ACTIVITIES

**EmpowerWork** – Palo Alto, CA

**Certified Peer Counselor**, Summer 2023 - present

- Certified as a peer counselor
  - Provide direct counseling and support to workers experiencing work related conflict or crisis.

**Neighborhood Courts** – Santa Cruz County, CA

**Certified Restorative Justice Practices Communicator**, Summer 2023

- Certified to provide restorative justice-oriented communication
  - Contribute to, and facilitate, criminal court restorative justice dialogues between community members and the responsible party.

**Conflict Resolution Center** – Santa Cruz County, CA

**WayMakers, Inc.** – Irvine, CA

**Certified Mediator**, Winter 2024

- Certified as a Mediator following State of California requirements
  - Mediate conflicts between community members for issues such as small claims, landlord/tenant, and parent/teen parties.

**Court Appointed Special Advocates (CASA)** – Santa Cruz County, CA

**Advocate for Youth in Child Welfare Services**, 2019

- Work with female teens involved in child welfare cases, by providing emotional support and

engaging in collaborative teamwork to find best-case solutions for the teen's overall continued growth and well-being.

## WORK EXPERIENCE

### **Stanford University, School of Medicine – Palo Alto, CA**

#### **Academic Affairs Manager (4/2022 - present)**

Review, edit, and summarize complex personnel packages. Create research summaries for Deans, Associate Deans, faculty, and staff in the School of Medicine. Subject matters include psychiatry, pediatrics, medicine, biomedical data science, genetics, and more. Communicate effectively via zoom, email, collaborative team communication tools, and collaborative project management tools.

### **University of California Santa Cruz - Santa Cruz, CA**

#### **Department Manager (10/2019 – 4/2022)**

Manage operational and personnel activities within the department of electrical and computer engineering. Advise faculty leadership on policy and project deliverables. Build up infrastructure for communications and student appreciation activities.

- Oversee business, graduate student development, and curriculum planning budgets.
- Oversee all academic appointments for the department's teaching and research efforts.
- Lead communication, development, and student appreciation activities.
- Lead communication regarding complex policies and processes to departmental faculty and supporting staff.

#### **Development Manager - Temporary (03/2018 – 10/2019)**

Develop and lead the advisory board within the botanical garden on fundraising and events. Manage gift and grant budgets, identify new funding, supervise students, and direct membership activities. Communicate with team members to ensure grant and donor objectives are met.

- Introduce grant planning, development, and evaluation processes to the unit.
- Collaborate with units across campus to ensure fundraising and processes are followed; build relationships to position my unit as qualified for limited submission grants, media releases, and participation in fundraising campaigns.
- Participate with the governance board and staff in developing long-term growth strategies; set agendas; implement and train staff on new activities decided upon by the board.
- Launch technology tools for tracking memberships, events, development expenses, and communications.

#### **Grant Analyst (2/2016 – 03/2018)**

Provide hands-on services and support to faculty and students in social sciences, humanities, arts, and community services in developing and submitting grants to foundations and federal agencies. A heavy focus on compliance and budgeting.

- Deliver hundreds of proposals to a wide variety of funders, including Dept. of Education, NSF, NIH, Santa Cruz Community Foundation, and Monterey Peninsula Foundation.
- Organize proposal information to prepare complete and compliant proposals.
- Collaborate cross-functionally on developing and submitting government grant applications, reports, and correspondence with funding program officers.
- Evaluate and ensure compliance with local/state/federal regulations.
- Facilitate and conduct training programs for principal investigators and their support staff on proposal processes and award management.

### **Santa Cruz Community Health Centers – Santa Cruz, CA**

#### **Finance Specialist and Interim Finance Manager (11/2012 – 02/2016)**

Manage financial operations, including federal HRSA award and capital expansion. Train two new

professional financial team members and communicate policies to organizational staff. Prepare A 133 audit, award reports for federal and county grants, and all general accounting activities.

- Oversee accounts payable, credit cards, payroll, grant reporting, financial reporting.
- Develop organizational financial policies at pace with significant expansion and growth period.
- Communicate with the board, executive team, and staff on financial topics relevant to their needs.
- Prepare and submit federal, county, and city grant reports.