Amia

[Amia.347972@2freemail.com](mailto:Amia.347972@2freemail.com)

Marketing and Community Outreach

**SKILLS SET**

**Software:**

Photoshop, Illustrator, Flash and Dreamweaver

**Web Servers:**

IIS, WAMP and XAMPP

# SUMMARY

My approach to work is to think ahead, organize plans, be analytical and use logic to make decisions. I prefer to focus my attention on ideas, work with complex problems, and try to see the “big picture” in a project before going into action. I am good at setting goals, organizing tasks systematically to get things settled and get the job done. I am intellectually curious and like to explore new ideas, and like to work with people who think and work the same way as I.

* Analytical
* Logical
* Complex Problem Solver

# PROFESSIONAL EXPERIENCE

## Interim Office Manager

Gestalt Community Schools, Memphis, TN

11/2016 – Present

* Greet visitors or callers and handle their inquiries or direct them to the appropriate persons per their needs.
* Maintain scheduling and event calendars
* Complete forms in accordance with Charter Management Office procedures.
* Schedule and confirm appointments for parents, scholars, or teachers.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Compose, type, and distribute routine correspondence, or reports, such as expense, statistical, or monthly reports.

## Youth Program Specialist Intern

Workforce Investment Network, Memphis, TN

5/2016 – 1/2017

* Compiles, verifies, and checks for accuracy and documentation the participants’ data/records.
* Reviews applications and other intake forms submitted by contracted service providers to verify the applicant’s eligibility for participation in the Youth Program.
* Maintains participants’ files and registration statistics including enrollment figures and prepares reports.

# CORE COMPENTENCIES

## Marketing

Leadership ◼◼◼◼◼◼◼◼◼

Research ◼◼◼◼◼◼◼◼◼

Social Media ◼◼◼◼◼◼◼◼◼

Project Management ◼◼◼◼◼◼◼◼◼

Creativity ◼◼◼◼◼◼◼◼◼

## Social

Flexibility ◼◼◼◼◼◼◼◼◼

Service Orientation ◼◼◼◼◼◼◼◼◼

Organizational ◼◼◼◼◼◼◼◼◼

Team Building ◼◼◼◼◼◼◼◼◼

Critical Thinking ◼◼◼◼◼◼◼◼◼

## Technical

Computer Skillls ◼◼◼◼◼◼◼◼◼

Troubleshooting ◼◼◼◼◼◼◼◼◼

Microsoft Windows ◼◼◼◼◼◼◼◼◼

Software Installation ◼◼◼◼◼◼◼◼◼

Problem Solving ◼◼◼◼◼◼◼◼◼

# EDUCATION AND TRAINING

## B.A. in Business Administration

Concentration: Marketing

* Strayer University (Thousand Oaks Campus)
* GPA: 3.00/ 4.00
* Expected GraduationDate: 06/2018

## Kirby High School Organizations

Memphis, TN Memphis, TN

* Diploma + Bridge Builders
* May 2011 2008- 2011