

**SKILLS:** Experienced in MS Office/Office 365 and Adobe Suite, including InDesign and Illustrator; can type 60+ wpm; experienced in Macromedia Freehand, Canva, Adobe Creative Cloud, and Constant Contact; proficient in reading design drawings, editing and proofreading; experienced in analysis, research, management, configuration analysis, and customer service; experienced using social media to promote small business; exceptional writing and communication skills.

**PROFESSIONAL EXPERIENCE:****National Association of Women in Construction****9/19 - 11/20***Communications Manager*

Manage and create content for all social media channels, including Facebook, Twitter, Instagram, and LinkedIn. Choose, create, edit and layout content for all publications, including bi-monthly NAWIC Today magazine, bi-weekly Connection newsletter, marketing tools, and ads. Serve as point of contact for media and handle all press releases and interviews on a national level. Assist with marketing and planning for events, including WIC Week and Annual Conference.

**Southern Enterprises, LLC****2/16-8/19***Sales Administrator/Coordinator*

Support President of the company and Senior Vice President of Sales in day to day business operations and administrative tasks, including customer relations, meeting and event orchestration, and sales data analysis; support sales reps by attending to back-end coordination of item launches and upkeep with customers

**Two Fault Tolerant/Room on the Shelf****12/13-Present***Owner/Writer*

Market and operate a personal blog and freelance writing business, as well as a literary and book review blog. (Freelance aspect previously operated under Amber Dunn Freelance Writing, established in 2008.)

**City of Grapevine—Grapevine, TX****10/11-5/13***Registration Assistant/Event Assistant*

Assist with conventions and city events on an as-needed basis.

**Lockheed Martin Corporation—Houston, TX****5/09-3/10***Configuration Analyst/Audit Lead*

Continued performing job duties as listed below, with the addition of art and production work in the Decal Lab, but as a direct Lockheed Martin employee.

**Bastion Technologies—Houston, TX****9/08-5/09***Configuration Analyst/Audit Lead*

Worked on contract to Lockheed Martin Cargo Mission Contract (LM CMC) Configuration Management (CM); conducted and trained other employees for LM CMC hardware deliveries to NASA; traveled in support of Hardware Audits; coordinated CM efforts with LM Engineering and Management, NASA, and subcontractors; created and checked Hardware Configuration Lists.

**EDUCATION:****Texas Tech University—Lubbock, TX****8/03-5/06**

**Major:** Bachelor of Arts in English-Specialty in Literature and Language

**Minor:** German