

AMBER K. DAVIS JOHNSON

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Burbank, CA

*excellence in
written communication*

Professionalism, Initiative, Poise

Responsible and creative professional, with a clear, open communication style. I offer impeccable writing and proofreading, exceptional customer service and client relations, and demeanor to enhance any team.



Education

B.A. English, Creative Writing
University of Montana, 2017

Career History

- Writer, Artist, Creative. Freelance, 2012-Present

Published in Locale Magazine, Kite Tails (SCBWI), *The Oval* 2016 & 2017, Parent.co, LinkedIn, MissoulaYMCA.org, and Mamaload.com. Past writing assignments include food features, parenting features, brand-specific B2B marketing content, blog posts, resumes, and business communication. Logo designer. Featured poet, *Poetry for Lunch*, 2016 & 2017. Project contributor, *Sewing the Seasons*, by Sandi Henderson, Wiley, 2013. Teacher of poetry workshops for children. Illustrator in versatile media. Designer, maker, and marketer of handcrafted children's clothing and toys.

- Fine Art Instructor, Mission: Renaissance July 2019- Present

Instructor of fine art fundamentals to children and adults through private art studios throughout the L.A. area. Responsible for student registration, tuition sales, equipment sales, record-keeping, and instruction of up to nine students at one time.

- Director, Senior Activity Center, Retirement Housing Foundation, 2018-2019

Led department team in daily operations of busy activity center. Supervised small staff and contracted instructors. Defined brand standards and re-designed all public and in-house documents, forms, signs, brochures, and other media to comply, for the nation's largest affordable housing community for seniors. Wrote, edited, and managed layout for 8-page monthly newsletter, increased pagecount to 12 and continued; doubled newsletter ad sales and increased e-newsletter subscribers by 30%. Created and wrote participation agreement waivers, space usage contracts, instructor contracts, grants, sponsorship packages, press releases, event speeches, etc. Managed social media. Planned and executed multiple large-scale events annually. Acted as liaison to sponsors and community partners in person and in writing.

- Member Service Coordinator, Missoula Family YMCA, 2013-2017

Managed multiple departments and a large staff, as well as various annual events. Acted as liaison to media and community partners. Re-designed, re-wrote, re-branded all membership and marketing materials branch-wide. Created and wrote operational manuals for multiple departments, as well as curricula for summer programs, press releases, radio ads, annual campaign solicitation letters and speeches, blog articles, and job descriptions. Voiced radio ads. Keynote speaker at annual fundraising event.



“There are two qualities that I look for which are worth any wage: taste and judgement. Everything else can be bought by the yard.”

-Robin McDonald

Skills

- MS Office Suite
- MS Sharepoint, Teams
- InDesign CC, Illustrator CC
- Google Office Suite
- Wordpress
- Social Media
- Public Speaking
- Speech Writing
- Copyediting/ Proofing
- Layout
- Branding
- Research and Citation
- Customer Service
- Staff Training
- Leadership

LinkedIn:

Amber K. Davis Johnson

Portfolio:

AmberJuneStudios.com