




CONTACT

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 (630) 797-0844

 805 Brookside Dr
Bartlett, IL 60103

EDUCATION



August 2014- May 2017

Major: Marketing

Minor: Management & Leadership

Concentration: Social Media

COMPUTER SKILLS

Website design: WordPress

Microsoft: Excel, PowerPoint,

Publisher, and Word


Google: Documents, Sheets,

Slides, and Forms

Hootsuite Platform Certified

SOCIAL

 fb.me/AJPotas

 @amanda_please12

 linkedin.com/in/amandapotas

AMANDA POTAS

EXPERIENCE

VOLUNTEER COORDINATOR INTERN

Habitat for Humanity | May 2016- May 2017

- + Recruit, maintain, and schedule individual volunteers and groups
- + Manage and create content for three social media accounts
- + Update and create content for their website using WordPress
- + Research and implement fundraising opportunities
- + Apply for grants

PUBLICITY & SOCIAL MEDIA CHAIR

Bradley University Women in Business | August 2016 - May 2017

- + Create poster designed to advertise out monthly meetings
- + Maintain and post content on two social media pages
- + Constant communication between exec board and members of the organization

ORGANIZATIONS

American Marketing Association

January 2015- Present

Transfer Student Advisory Council

January 2016-Present

Alpha Chi Omega

August 2014- Present

Women in Business

August 2016- Present