

Amanda Church

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www.nytshadow.com

Work Experience:

Web and Graphic Designer

Nytshadow Designs - Web and Graphic Design Services (August 1999 to present)

Self-founded freelance web and graphic design company. Services provided:

- Hand-coded html/css websites from wireframe to development; integrated blog design through WordPress (php) and Blogger (xml); SEO optimization.
- Graphic design for print and web using Adobe Photoshop, Fireworks, and Illustrator.
- Copy and content writing and editing for print and web; ghostwriting; research services; ebook design, layout, and editing. Applications used include Microsoft Office, Corel Office, and Adobe InDesign/Pagemaker.

Proposal Manager

Parsons Brinckerhoff Construction Engineering; Tampa, Florida (January 2001 to January 2002)

- Manage Proposal department for multi-million-dollar civil engineering contracts for DOT, city, and county road and bridge projects.
- Manage all aspects of proposal development, from RFP to kick-off to contract award.
- Coordinate writing assignments with engineers and team members, establish print schedules, write and distribute marketing releases, attend kick-off and award meetings, interface with DOT and client representatives.
- Edit, design and create covers and interior graphics, and layout proposal volumes.

Technical/Proposal Writer and Editor

Reflectone, Inc.; Tampa, Florida (May 1984 to December 2000)

- Research, write and edit technical maintenance and instructional manuals for digital flight simulators.
- Coordinate and edit engineering writing assignments and illustrations for multi-volume proposals for DOD and commercial simulator contracts.
- Received Secret Security clearance for work on several military contracts.
- Coordinate logistics compilation of project documentation, parts catalogs, and engineering drawings.

Editor, Obelisk Literary Magazine

St. Petersburg College; St. Petersburg, Florida (January 1981 to December 1982)

Responsible for soliciting prose, poetry, and photographic submissions; editing, formatting, and layout of quarterly college literary magazine.

Education:

St. Petersburg Junior College, December 1982, A.A in General Education

University of South Florida, April 1984, B.A. in English

Other Experience:

USAF, Digital Flight Simulator Specialist, honorable discharge, April 1979.

Work Samples:

A representative portfolio of my web, graphic, and writing work can be found at www.nytshadow.com.

Hobbies:

Writing paranormal fiction, blogging, multi-media artist, digital photography.