

AMANDA HAMPTON

CONTACT

-  (703) 728-7506
-  amandaleighhampton@gmail.com
-  www.amandahampton.com
-  Ridgewood, New York

EDUCATION

EMERSON COLLEGE Boston, MA

BS, Journalism

Graduated May 2022

Minors in Psychology and Environmental Studies

Honors Program

Awarded High Distinction for senior thesis

GPA: 3.79; Dean's List

Studied abroad in the Netherlands (2019)

RIVERSIDE HIGH SCHOOL Leesburg, VA

Graduated June 2018

GPA: 4.40; Top 10% of class

SKILLS

- Microsoft Office
- Photoshop
- InDesign
- Final Cut Pro
- On-air reporting
- Radio reporting and presenting (88.9 WERS)
- Feature writing
- Magazine writing and editing
- Press release writing
- Writing for TV reporting
- Film and stage critique
- Acoustic and electric guitar
- Film and stage acting
- Customer service

LEADERSHIP

- **Your Magazine:** campus lifestyle monthly publication
 - Editor-in-Chief, managing a staff of 30 (Fall 2021-Spring 2022)
 - Arts & Entertainment Editor (Fall 2018 to Spring 2021)
- Wrote book and lyrics for original full-length musical, directed and staged in May 2018
- President, International Thespian Society at Riverside HS
- Cappies Lead Critic for Riverside HS

PROFILE

Dynamic writer and multi-platform editor with proven ability to creatively communicate brand messaging.

WORK EXPERIENCE

MARKETING ASSOCIATE

The Berman Group

October 2022 - April 2023

- Assist firm in managing major real estate professional organizations, including the Real Estate Lender's Association and the Avenue of the Americas Association
- Plan and oversee the seamless execution of major special events, conferences, workshops, and property tours
- Provide editorial support and social media management for select accounts
- Oversee development, customization, and implementation of new association management software system to include membership, events, and email management
- Support all aspects of finance, human resources, and office management, including coordinating meetings and travel arrangements, making deposits and tracking financials for firm and clients, overseeing office operations and mail, and vetting and organizing resumes for HR department

FREELANCE COPYWRITER

September 2022 - Present

eyebobs

- Utilize brand voice and marketing strategy to produce creative copy, including social media captions, SMS notifications, email advertising, SEO product descriptions, and blog posts
- Work within deadlines while managing multiple different projects

BUSINESS DEVELOPMENT INTERN

January 2022 - April 2022

American Public Television

- Created marketing materials for international and domestic television programs
- Screened and evaluated program submissions from independent producers
- Created sales and marketing reports for independent producers
- Conducted Internet research and maintained databases

FRONT DESK RECEPTIONIST

The Union Club of Boston

January 2022 - September 2022

- Multitasked and communicated effectively in a front-facing customer service role
- Provided a positive first impression for all members and guests entering the club
- Handled phone and email correspondence for hotel, dining, and events inquiries
- Responsible for all aspects of hotel operations, including resolving guest/member concerns

OPERATIONS INTERN

June 2018 - August 2018

CALKAIN Companies LLC

- Created and managed company-sponsored scholarship opportunities
- Researched, interviewed for, and wrote FAQs and articles for company blog and website
- Conducted research to update commercial real estate holdings and potential acquisitions
- Responsible for updating and maintenance of company website