Amy F. Cunningham
Professional Administrative Assistant and Digital Marketer

Contact Information
(412) 589-8602
amyfraney@yahoo.com
www.rocksthatshine.com
www.checklistbyaredhead.com

Time ETC, Inc, Virtual Assistant   Sept 2021 - Present
- Assist Clients with Social Media using Canva & Logo Design
- Send eBlasts out in Constant Contact, Agency Access & MailChimp
- Research for clients & provide feedback
- Provide Personal Assistant Services
- Project Management Support - Asana, Monday.com & Todoist
- Website Editing & Creation using WordPress

Zen in the Shade, Owner/Part Time   May 2017 - Ongoing
- Selling books, artisan jewelry, and photographs
- Designing websites, online marketing, logos, & promotional materials through Rocks that Shine
- Art Exhibit Sponsorships through local art galleries

Lauttamus Communications & Security   August 2015 - May 2017
- Assisted President with schedules, proposals, & client relations
- Open House and Sales Expos
- Front Desk Reception
- Advertising, Website and Social Media Content
- Constant Contact Database 5,000
- Assisted Accounting and Sales Departments

Elizabeth Seton Center   September 2005 to July 2015
- Executive Secretary to the President, CEO and 60 employees
- Input payroll hours and manually kept track of paid time off
- H/R Support
- Accounts Receivable
- Front Desk Reception
- Switchboard & Customer Service
- Theater/Community Service Coordinator

Skills	Community Projects	Universal Classes
Managing Executives	Top of WV Arts Council	CEU Certificates
Accounting Accuracy	Curator of 2 Art Exhibits	- Advertising/Marketing
Customer Service	Hancock Parks Board	- Call Center
Microsoft Word & Excel	Leadership Weirton	- Word Press Websites
Powerpoint & Outlook	Gate 5 Industrial Arts	- Google Docs
Google Docs	Oak Glen Music & Arts	- Social Media Marketing
Word Press	Fundraising	- How to Run an Online Business
Constant Contact	Our Kids Read, Inc.	- Resolving Workplace Conflicts
Mailchimp		
Building Client Relations		
Asana, Notion & Monday.com		
Canva & Logo Design Studio Pro		