

Amanda Janik

theamandajanik@gmail.com
707-486-6959
424 Bosley Street, Santa Rosa, CA 95401

amandajanik.com/portfolio

ABOUT ME

- Entrepreneur with 20 years of diverse experience in customer service, retail, editing, writing, and marketing
- Consistently poised under the pressure of multiple, changing deadlines
- Proven experience in effectively meeting the needs of a diverse range of people
- Respected and fun teammate with exemplary communication, organization, and coordination abilities
- Highly motivated and resourceful self-starter
- Able to quickly learn new skills and build strong relationships

CORE STRENGTHS

- Project Management
- Exceptional Written/Oral Communication
- Fast Reader with Innate Copy Editing Skills
- Charming and Personable

WRITING/PERFORMANCE

- Silver Birch Press, When I Moved, September 2016
- The Sun Magazine, Readers Write, November 2015
- amandajanik.com, personal blog
- Regular performer at Mortified's Live Show (getmortified.com/live/) in San Francisco, Oakland, Los Angeles, Portland, and New York
- Live readings at SF Sketchfest, SF Improv Fest, SF LitQuake, Moonlighting SF, an Unruly Story Fest, Red Light Lit and more
- Get Lit: Fill-in Co-Host for monthly reading series

EDUCATION

- AA in English (Currently in Progress), Santa Rosa Junior College, Santa Rosa, CA (Graduation Spring 2017)
- Kalamazoo Valley Community College, Kalamazoo, MI – courses in Creative Writing, Literature, Public Speaking

TECHNICAL SKILLS

- Skilled user of MS Office, Basecamp, Dropbox, Blogger, and WordPress, as well as various social media platforms, including Facebook, Twitter, and Instagram

PROFESSIONAL EXPERIENCE

Writer/Editor, Santa Rosa, CA 2016-Present **Studio M Publishing**

- Researched and created written content for Sonoma County Visitors Guide, which has a circulation of 125,000
- Worked directly with Katja West, Content Traffic Manager

Freelance Copy Editor, Santa Rosa, CA Jun 2016-Present **FMRL Publishing**

- Efficiently copy edit novels and publications of varying size and subject matter
- Offer editing advice and suggestions beyond basic copy editing scope
- Work directly with authors to best capture their style and voice

Social Media Peer Assisted Learning Specialist, Santa Rosa, CA Jan 2016-Present **Santa Rosa Junior College**

- Work directly with the head of SRJC's Computer Studies Department and Social Media professor
- Assist students in all aspects of learning and mastering many facets of the Social Media world
- Meet with students both in and outside of class hours to offer additional education and feedback
- Confer with my Professor regarding how best to engage and support students

Producer, Santa Rosa, CA Feb 2015-Present **Mortified Sonoma County**

- Work with potential readers to curate artifacts from their youth into a stage-ready performance
- Create and maintain multiple social media accounts for new Mortified Chapter
- Attain and work directly with venue for an audience of 300
- Manage readers, musical guest, DJ, ticket sales, social media, promotion, local press, and guests

Ambassador, Santa Rosa, CA Oct 2015-Present **Out There Santa Rosa**

- Ambassador journalist for Santa Rosa's premier online website
- Highlight the vastness of Santa Rosa's local talent, entertainment, and activities
- Brainstorm article topics both independently and with the Out There team
- Interview locals, write, edit, and upload time-sensitive content on varying subjects

Owner, Healdsburg, CA Dec 2008-Nov 2015 **Sprout**

- Owner of well-loved local used children's clothing store—built the business from the ground up
- Responsible for ordering, organizing, and pricing of merchandise
- Manage employees and responsible for scheduling, payroll, and task delegation
- Created training materials, as well as all marketing materials and website copy
- Developed and maintain relationships with wholesale vendors of all sizes—from large companies like Melissa & Doug to local artists