



Amanda Jordan
Writer / Coach/Content Creator
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EDUCATION

BFA in Creative Writing
Full Sail University Winter Park, FL

December 2020

AA in General Studies
Big Bend Community College Moses Lake, WA

September 2007

SKILLS

- Writing
- Copy Editing
- Blogging
- Research
- Copywriting
- Social Media Marketing
- Teaching
- Adobe Premiere & Photoshop
- Final Draft
- Microsoft Office
- Twine
- Money Management
- Bookkeeping
- WordPress

EXPERIENCE

Owner A&J Jordan Professional Services, Royal City, WA

February 2016 – Present

- Operate four fine art businesses and manage their budgets and financial reports
- Write articles and blog post on weight loss and healthy living
- Organize a fitness group
- Administer clients

Substitute Teacher Royal School District, Royal City, WA

April 2019 – Present

- Maintain a positive learning environment
- Respond to individual needs of students
- Implement effective lessons

Co-Owner AK Media Group, Moses Lake, WA

February 2010-August 2013

- Sold advertisement to local businesses
- Sold merchandise to consumers
- Set up major sales events to display products
- Booked performances

ADDITIONAL EXPERIENCE

- Certified Weight Loss Coach
- Certified Blogger for Business
- Certified Content Marketer for Social Media
- Self-Published Author