

Amanda C. Chavis

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems | Minor: Criminal Justice | GPA: 3.05

ACTIVITIES AND AWARDS:

- Team Member, TEDxTempleU, 2018-2019
- Member, Temple Association of Information Systems
- Participant, National Association for Campus Activities National Conference – February 2016, 2017
- Graduate, LeaderShape Institute, May 2016

INFORMATION TECHNOLOGY SKILLS:

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|-----------------------|-------------------------------------------------------|
| Software Development: | Macintosh OS, VMware Workstation |
| Web Development: | HTML, WordPress, Tableau, Microsoft Azure, Justinmind |
| Project Management: | Microsoft Office, Hootsuite, Piktochart |
| Database Management: | Python, SQL, R Studio |

EXPERIENCE: MAIN CAMPUS PROGRAM BOARD (MCPB)

Director of On-Campus Events, Temple University Dec. 2015 – Dec. 2016, Dec. 2018 – Present

- Manage an overall budget of \$750,000 for events for Temple University's students.
- Prepare and carry out diverse events for Temple University's main campus with budgets of \$20,000.
- Train and interact with other university students to help them become student leaders.
- Communicate with external vendors and companies to bring attractions to the University; including ferris wheels, food trucks and inflatable attractions.
- Handle contracts, certificates of insurance, invoices, and other necessary paperwork for high risk events.

Director of Marketing, Temple University

December 2016 – December 2017

- Created and upheld the appearance of Temple University's Main Campus Program Board via multiple social media platforms, such as Twitter, Snapchat, Instagram, Facebook, and YouTube.
- Marketed 10+ events and the overall organization by managing various social media platforms and devising marketing strategies aligned to connect with Temple University's student body.
- Trained and reached out to 10+ other university students to help them become student leaders.
- Implemented a new initiative, MCPB Ambassadors, which allowed interested students to obtain a behind the scenes understanding of the organization

UNIVERSITY HOUSING & RESIDENTIAL LIFE (UHRL)

Resident Assistant, Temple University

September 2017 – May 2018

- Assess and respond to the personal and academic inquiries of 500+ residents building-wide
- Coordinate and facilitate educational, social, and recreational programs
- Influence student development, engage in peer counseling, shape personal relationships, and educate residents on University policies
- Collaborate with fellow staff members and campus partners to achieve the department mission and uphold the University mission

TEDXTEMPLEU

Director of Social Media & Marketing, Temple University

October 2018 – Present

- Maximize TEDxTempleU brand exposure by developing marketing strategies and campaigns on both digital and print platforms
- Oversee the production and distribution of all promotional content
- Manage all TEDxTempleU social media platforms (Instagram, Twitter, Facebook, LinkedIn)
- Receive an average of 2,000 impressions per post across all platforms
- Serve as an advisor to a digital marketing team of five and help curate aesthetically appealing and captivating content for the TEDxTempleU brand

SKILLS & LANGUAGES:

- Spanish (Intermediate)
- Proficient in various social media platforms (Twitter, Facebook, Instagram, Snapchat, YouTube)