

Amanda Doty

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<https://amanda-doty2012.github.io>

SUMMARY OF QUALIFICATIONS

- Gather, maintain, and analyze data
- Present data in concise and attractive formats
- Web design using HTML and CSS
- Oracle SQL and Python for data analysis

CORE COMPETENCIES

- Problem solving
- Communication
- Teamwork and collaboration
- Project scoping and planning

PROFESSIONAL EXPERIENCE

Project Coordinator, American Direct, Lenexa, Kansas (July 2022 - present)

- Coordinate with project managers, account managers, and other project coordinators
- Create formal documentation throughout the lifecycle of multiple projects
- Collaborate with team members both in office and remotely
- Use and maintain data for multiple projects to ensure the timely completion of deliverables

Teacher, Raytown Quality Schools, Raytown, Missouri (Aug 2020 – May 2022)

- Collaborated with co-teachers and department to ensure students were meeting district and state requirements

Teacher, Kansas City Public Schools, Kansas City, Missouri (Aug 2016 – May 2020)

- Planned curriculum scope and sequence that aligned with district and state standards

EDUCATION

Johnson County Community College, Overland Park, Kansas - *Certificate in Data Analytics, Fall 2024*

University of Central Missouri, Warrensburg, Missouri - *Master's of Science in Education, 2017*

University of Missouri - Columbia, Columbia, Missouri - *Bachelor's of Arts in English, 2012*

University of Missouri - Columbia, Columbia, Missouri - *Bachelor's of Journalism, 2012*

CERTIFICATIONS

Responsive Web Design, freeCodeCamp.org, 2023

Google Project Management Professional Certificate, 2022