

AMELIA HENRY

971. 237. 1413

Email: amelia.henry3@gmail.com

- Certified in Web Design and Development.
- Skilled in Adobe Illustrator, Photoshop, Lightroom.
- Proficient in Microsoft Office and social media platforms.
- Experienced in WordPress, Drupal, Wix, Squarespace.
- Efficient with time management and organization.
- Excellent verbal and written communication skills.

Website Design and Development

Yamhill County Transit Area, McMinnville, OR

Website Designer and Office Assistant, April - October 2017

- Created and maintained new, modern and user-friendly YCTA Website.
- Edited and maintained Project Development Website.
- Helped with office duties, filing, meeting and event preparation.

Consultant, February - Present

- Update and maintain information on WordPress and Drupal Websites.

Mya's Salon, McMinnville, OR

Consultant, September - Present

- Update Google Business.
- Update content; photos and business information.
- Maintain website hosting.

NEXT LEVEL, Bend, OR

Consultant, October - December 2016

- Worked with owner to fulfill all website needs.
- Used Wordpress to create an easy flowing, simple, forward and modern website.
- Linked social media, Facebook and Google Plus apps.

Non-Profit Marketing Coordination Experience

Central City Coffee, Portland, OR

Social Media Intern, February – May 2015

- Created Portland-specific content for social media on a regular basis to match Central City Coffee's social media aesthetic.
- Practiced and maintained positive vendor relationships with weekly visits.
- Created and promoted events.
- Labeled and filled coffee bags in time constrained situations.

Beverage Hospitality and Event Involvement

Winter's Hill Estate, Dayton, OR

Tasting Room Associate, June - December 2017

- Welcome and educate guests with the winery's history.
- Converse with customers, maintaining relationships.
- General duties include keeping tasting room clean and closing POS system.

International Pinot Noir Celebration, McMinnville, OR

Event volunteer, July 2015 & July 2016

- Coordinate with event managers to ensure high quality service.
- Represented event through excellent customer interaction.
- Served guests efficiently and effectively in a fast pace environment.

Customer Service Related Experience

Eye Cinema, Galway, Ireland

General Assistant, February – April 2016

- Provided excellent customer service, adapting to international clientele.
- Assisted customers at concessions, marketed and promoted products.
- Cleaned theaters in timely manner.

Albany Tennis Club, Albany, OR

Tennis Instructor August – October 2013

- Taught students K-12 and adults of varying skills the techniques and rules of tennis by leading group and individual lessons.
- Ran practices while creating and implementing new drills and games.

Education

Bachelor of Science: Merchandising Management & Web Design and Development Certification

Oregon State University, Corvallis, OR

- Sewn Product Development - Worked as a technical designer with a team to develop, design, and market a menswear line.
- Computer Design for Apparel - Used Illustrator and Photoshop to develop clothing and other products.
- Study Tour, New York City – Merchandising

Visited FILA, Tommy Hilfiger, Kate Spade, Kleinfeld, Nanette Lepore and Fashion Snoops, talked and asked questions to the designers, managers and marketing professionals.