





Amy Kamin Program Coordinator

Chicago, IL • amykamin@hotmail.com • (773)936-3541 •  

PROFESSIONAL GOAL

To support diversity and inclusion, and to promote empathy through the creation of interactive programming and learning tools.

EDUCATION

Illinois Institute of Technology, B.S. in Digital Humanities, Summa Cum Laude

May 2018

- Founded, curated, managed, and marketed **Rendr Pop Up**, a temporary not-for-profit art gallery featuring immersive technology like virtual reality (VR) and augmented reality (AR) as a senior capstone project.
- Contributed to two grant-funded studies as a **Research Assistant** for faculty in the Humanities Department studying children and television media, and the Psychology Department studying online privacy and surveillance.
- Worked with multidisciplinary teams to create interactive school scheduling software for the **State of Illinois**, and to develop an engaging alumni network for **Chicago Public Library** YOUmedia program.
- Participated in a one-month study abroad program in **Osaka, Japan**, researching local and global social, cultural, and technological narratives.

WORK EXPERIENCE

Research and Analysis

- Examined over 750 potential mentors at tech startup hub **1871 (2017-present)** using social media and web resources to match candidates with member needs, increasing female mentor pool by 77% as part of gender parity initiative.
- Applied familiarity with customer base at **Paper-Source (2012-2017)** toward development of creative workshops for the community, successfully ranking 1st in the company for workshop sales 3 years running.
- Performed quality testing and analysis at **Bar Code Graphics (2013-2014)** for national clients such as True Value, Stein Mart, JC Penney, Kohl's and Inmar.
- Researched and Responded to vendor disputes and inquiries at Bar Code Graphics.
- Generated weekly performance reports for clients at Bar Code Graphics.
- Boosted efficiency, and supported bottom line profits by addressing errors in orders and invoicing at **Susan Kinney Ltd (2010-2013)**.

Marketing and Design

- Designed and distributed marketing materials including posters, flyers, invitations and emails for community workshops at Paper-Source and open-house events at **Guaranteed Rate (2017-present)**.
- Built and maintained social media accounts for boutique retail store Paper-Source and tech startup **Respirare Medical (2017-present)**.

Leadership and Management

- Planned and executed vendor acquisition and relations for on-site International Women's Day Maker Fair at 1871.
- Interviewed job candidates and contacted references during the hiring process at Paper-Source and Respirare Medical.
- Managed shift schedules to accommodate the needs of the business at Paper-Source.
- Supervised and challenged 6 to 10 employees daily.
- Trained new employees in multiple industries.
- Controlled inventory and created visual merchandise presentations at Paper Source.
- Led team at Paper-Source to improve metrics and to maintain a sales position in the top 5% of stores in the Midwest region and top 10% nationwide monthly.
- Operated the business as part of the management team at Paper-Source, accurately handling \$2,500+ in cash.

Administration and Sales

- Administered high-profile 1,146-store Kohl's account, closely monitored and graded by Kohl's management at Susan Kinney Ltd.
- Interfaced with customers, performed sales techniques, and resolved customer issues in multiple industries.
- Performed receptionist duties at Susan Kinney Ltd.
- Managed logistics, maintained office supplies, and performed other duties assigned.

TECHNICAL SKILLS

- Familiar with Windows, iOS, Linux, and Android operating systems.
- Highly proficient in Microsoft Office Suite, GSuite, and web browsers.
- Experience with HTML5, CSS, JavaScript, and Ruby on Rails, Java and GitHub.
- 50 WPM Typing Speed and familiar with office equipment including fax, copier, scanner, etc.