

Amanda Bohannon
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EXPERIENCE

Community Development Grant Specialist

December 2016-Present

State of Louisiana-Office of Community Development, Baton Rouge, Louisiana

- Manage 25+ grants totaling \$15,000,000 for the Community Development Block Grant Program
- Communicate with consultants and engineers to keep projects moving, solve problems, and meet deadlines
- Review environmental review records, applications, and community development plans
- Audit grantees' files and issue findings if compliance is not met
- Review requests for payment to make sure numbers are correct and invoices match requested amounts

Writing Tutor

September 2015-December 2016

Franciscan Missionaries of Our Lady University, Baton Rouge, Louisiana

- Assisted students ranging from freshmen to graduate students on a variety of writing assignments
- Explained how to evaluate sources, analyze research, write a thesis, and improve writing structure

Technical Writer Intern

July 2014-September 2015

Axero Solutions, San Diego, California (remote)

- Wrote technical guides on how to use Axero's social business software
- Edited HTML source code in a sandbox to create visual aids for guides
- Formatted guides by writing raw HTML directly

Developmental Editor Intern

October 2011-September 2012

American Book Publishing, Salt Lake City, Utah (remote)

- Edited a 250-page novel
- Coached on how to improve plot, dialogue, and character development
- Corrected inconsistencies, grammar, and other errors

Copy Editor and Writer Intern

October 2011-August 2012

Toonari Post, St. Petersburg, Florida (remote)

- Edited news articles for both native and non-native English speakers
- Provided feedback on how to improve writing and corrected grammar errors
- Wrote news articles
- Achieved rank of most viewed author in September 2012

EDUCATION

Louisiana State University, Baton Rouge, LA

December 2014

Bachelor of Arts, English
Concentration: Literature