



AMANDA GLENN-BRADLEY

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PROFILE

Motivated, self-confident, charismatic team player with a panache for the written word and an eye for the creative and diverse; varied education and experiences run the gamut from crop production to video production to curriculum design. Well-versed in multiple software suites including Creative Suite, Office/iWork, linear and non-linear video and sound editing. Lover of the outdoors, ceramic arts, Broadway musicals, American and Southern literature, and cooking.

EXPERIENCE

YOUTH & RECREATION MINISTRY ASSISTANT, FIRST BAPTIST CHURCH OF ASHEVILLE; ASHEVILLE, NC — 2009-PRESENT

Provided direction and structure to the youth group (grades 7-12) during a transition in ministerial staff, including but not limited to organizing events, community outreach projects, mission trips, and retreats. Managed a \$60,000+ budget including posting to accounts payable and managing payroll for recreation leagues. Coordinated youth and adult volunteers for mission projects and supervised volunteers within the church. Maintained the church website (www.fbca.net) as one of three administrator/managers using Joomla to standardize the look and feel. Performed graphic design for various groups affiliated with the church and CBFNC as well as basic to intermediate in-house tech support.

OWNER/DESIGNER, BLOOMTIQUE DESIGNS; ASHEVILLE, NC — 2006-PRESENT

Freelance floral design for weddings, events, and day-to-day activities. Specialize in modern European design, décor wire mechanics, and traditional Japanese ikebana. Business partner in dandyLion events since 2009, based out of Nashville, TN, providing event design and décor for a variety of events.

MENTORING SITE DIRECTOR/SITE DIRECTOR II, YMCA OF WESTERN NORTH CAROLINA; ASHEVILLE, NC — 2007-2009

Managed, coordinated, and maintained one of 18 afterschool sites, which consisted of (but not limited to) lesson planning, facilitating positive relationships with families and the host school, licensing, bookkeeping, and other duties as needed. Trained and supervised staff across the county in proper supervision and quality programming according to YMCA and NCDHHS standards. "Floated" to various sites in order to troubleshoot staffing issues, disciplinary issues, and programming quality issues. Conducted trainings in Youth Fit For Life, music education in afterschool, developmental assets, and lesson planning for an afterschool environment. Received three merit-based promotions over the tenure of employment, including moving from assistant site director to site director and being assigned to a high-risk, low-income school with programming issues to facilitate a higher quality program.

INTERN IN FLORAL MANAGEMENT, BLOSSOMS AT BILTMORE PARK, INC.; ASHEVILLE, NC — 2006-2007

Completed a 520 hour internship, achieving an A for the class. Worked on a variety of fresh floral designs for both residential clients and corporate clients. Assisted in the monthly collection of accounts payable as well as entering accounting information into the computer database. Introduced a new inventory system for easy access to product and easy ordering. Created and presented a line of contemporary prom flowers-to-carry at the TC Roberson Rams Club Fashion Show single-handedly in 2007.

DESIGNER/STUDENT FLORIST, THE UNIVERSITY FLORIST; MISSISSIPPI STATE, MS — 2005-2006

Student employee at the only student-run florist in the United States; designed a wide variety of arrangements for residential, collegiate, and corporate clients. Assisted with inventory and management duties as well as filling in as a delivery driver when needed. Taught youth floral design classes and assisted in the state floriculture competition for FFA. Multiple design award winner, including First Place in the Flowers-To-Carry caption at the Southern Chapter of AIFD Student Competition in 2006.

EDUCATION

Mississippi State University, Starkville, MS — Horticulture (Floral Management), 2008

- Graduated #1 among Horticulture majors, Summer 2008
- 4.0 GPA in Floral Management concentration coursework

SKILLS

TECHNOLOGICAL; Adobe Creative Suite CS5, Microsoft Office, iWork, Keynote, Pages, Numbers, PowerPoint, HTML, CSS, WordPress, Blogger, YouTube, Shelby, CCC, EMS Scheduler, Joomla, web-based content management systems, Facebook for branding, Twitter for branding, iDVD, GarageBand, Mac platforms, PC platforms, and Linux/Unix platforms.

RETAIL/MANAGEMENT: Visual merchandising, on-floor management, scheduling, staff supervision, point-of-sale systems, payroll, end-of-shift closing procedures, loss prevention, inventory, accounts payable and receivable, customer service, and business plan development.

COMMUNICATION; Linear & non-linear video editing, FinalCut Pro, copywriting, AP style formatting, TelePrompTer operation, Chroma Key operation, Genesis/VIPIR meteorological graphics production, on-air talent (both television and radio), video production, sound editing, camera operation, stage management, and directing.

ADMINISTRATIVE/PROGRAM SUPERVISOR; Curriculum design and development, retreat planning, budget maintenance, volunteer coordination, committee leadership, recreation league organization, staff supervision, staff training, staff evaluation/remedial training, child supervision, record keeping, and extensive knowledge of NCDHHS child care licensing rules and regulations.

TRAININGS/CERTIFICATIONS: North Carolina Basic School Age Care, North Carolina Division of Child Development Playground Safety, North Carolina Division of Child Development Fire Safety, Communicable Disease and Prevention, Adult/Child/Infant CPR, AED, Standard First Aid, YMCA School Age Director, YMCA Principles of Child Care, YMCA Child Abuse Prevention, YMCA Developmental Assets (trainer), YMCA Lesson Planning (trainer/assistant), YMCA Staff Supervision, YMCA Guiding Children's Behavior, YMCA Kids' Lit, YMCA Service Learning, G.E.M.S, Youth Fit for Life (pilot site/spotlight site/trainer).

EDUCATION; 35 hours of natural science coursework (including earth and soil sciences); 47 hours of environmental sciences and meteorology; 35 hours of fine arts and design (including studio art and music); 31 hours of business management; 21 hours of finance and accounting; 31 hours of communication and journalism; and 41 hours of horticulture and agricultural science (17 of which are floral management specific).

LINGUISTICS: Fluent in English (both written and spoken), highly proficient in spoken Spanish, fluent in written Spanish

PROFESSIONAL REFERENCES

Amanda Hollifield, General Music Instructor, Haywood County Schools; 828-208-3330

Miranda Wyatt, Operations and Finance Assistant, First Baptist Church of Asheville; 336-928-0479

Rebecca Piatt, Site Director II, YMCA of Western North Carolina; 828-215-9322

Leslie "Erin" Adkins, Site Director, YMCA of Metro Nashville; 828-734-3201

Abigail Parsons, Doctoral Student in Women's Studies and Film, Emory University; 404-668-7032

Mary Elizabeth "Beth" Wright, Education Technician, National Parks Service; 205-305-3062

Geny Kimbrell, Director of Discipleship, Epworth United Methodist Church; 302-604-2025