

Amanda Cohen

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Summary

Expert in use of PowerPoint, Word, and Adobe Creative Suite, with ability to teach and support other users. Experience includes presentation design, template design, graphic art, digital retouching, document editing and formatting, form design and merges, and live graphics operations. Experienced writer and trainer. Able to juggle multiple projects and produce high quality materials on schedule, exceeding customer and client expectations.

Skills

PowerPoint	InDesign	Acrobat Pro	Training	Event Production
Word	Illustrator	Publisher	Public Speaking	Voice Over/VOG
Photoshop	Keynote	Excel	Copy Editing	Audio/Video Editing

Specific Skills

- PowerPoint:** Animation, links, graphics, original templates, charts and graphs, infographics, visual design, audio/video linking and embedding, training, live show operation
- Photoshop:** Image retouching, color correcting, actions/batching, original image design, digital and PowerPoint optimizing
- Illustrator:** Graphic design, file conversion, logo management, optimizing vector images for PowerPoint
- Acrobat Pro:** Forms, internal and external links, content editing, markup
- Excel:** Database clean-up, merge files, pivot tables, custom charts, templates, forms
- Word:** Forms, mail merges, templates, style sheets
- Training:** I teach one-day classes in PowerPoint and Word to facilitate use of properly-designed templates and style sheets, focusing on best practices for converting existing documents to match new templates.

Live Event Experience (PowerPoint and Live Graphic Operations)

Worked onsite at events for large clients (1,200+ attendees), editing presentations and notes with executive presenters, coordinating with directors to operate PowerPoint graphics for meetings and breakout sessions, maintaining and operating multiple sets of laptops and remote control, working with backstage crew for companies including:

Brella Productions	Abbott/AbbVie (Various Events onsite and offsite)
Lakeshore AV	Abbie/AbbVie (Various Events onsite)
Wilson Events	Optum Forum 2014 (Chicago), 2015 (D.C.), and 2016 (Anaheim)
Get Creative	Healthbox Investor Day
ThomasWerks	Case IH 2013 AG Connect (Kansas City and Indianapolis)

Technical Training, Writing and Consulting

- Trained employees in all versions of PowerPoint (2003-2017, in person and online) and introduced best practices for new PowerPoint templates
- Designed training presentations to instruct employees in use of new corporate templates for MS Office, answered live Q&A and demonstrated usage via a series of live international webinars
- Created and used a presentation in classes on proper use of images in PowerPoint, used for group and one-on-one instruction

Business Experience

- Manage entertainment company as sole-proprietor, including booking, advertising, email marketing, web design, performance, and coordinating up to 16 sub-contractors for large and/or extended events
- Produced 3 fan conventions for 250-350 attendees
- Designed set of 300+ original templates for use by large multi-national corporation, using stringent corporate design guidelines, and co-wrote guidebook to educate users on proper use of these templates
- Treasurer for condo association (2008-2016)

Online Portfolio

<http://www.amandacohen.com/portfolio/powerpoint>

Work Experience

2000 to present Freelance Presentation and Document Specialist, Trainer, Designer, Live Graphics Operator, working independently and through agents including Aquent/Vitamin T, Artisan, Creative Circle, Artisan, Smart Dept., Creative Group, 24 Seven, and others in Chicago and Los Angeles.

PowerPoint Specialist

50,000 Feet
 Allscripts
 American Hydrotech
 Art Institute of Chicago
 Avenue Inc.
 BCN Communications
 Beam Global
 The Bond Group
 Campbell Alliance
 Chicago Humanities Festival
 Chicago Tribune
 CPE Communications
 CVS Health
 Cushman & Wakefield
 Deloitte
 Forsythe
 Gray Matter Analytics
 Hamilton Associates
 Healthy Amplified
 Huron Consulting Group

Interface. Inc.
 Jones Lang LaSalle
 Juniper Group
 Kantorwssink
 Kraft Foods Motorola
 Krames Staywell
 McDonald’s Corporate
 McGuffin Creative
 Mondoléz International
 Movéo Integrated Branding
 OfficeMax
 PivotPoint Academy
 Privoro
 Quaker Oats
 RedBox
 Seko International
 Sonata Learning
 VSA Partners
 Wirestone
 VSA Partners

Keynote Specialist

IA Collaborative
 Joseph Jefferson Committee
 Williams/Gerard Productions

Presentation Specialist

Change, Inc.
 DDB Chicago
 Dearborn National
 Edelman Public Relations
 Healthbox
 McDonald’s
 Quaker Oats
 RCBC

PowerPoint and Training

Aon
 AT&T
 Krames Staywell
 Kaufman Hall
 YMCA

MS Office Template and Document Design

Aon (design and training)
 Holt McDougal
 Jenner & Block
 Mosbrook Design
 Rand McNally
 United Airlines
 USFoods
 YMCA

Photo Retouching and Archiving

August Jackson
 McAndrews Held & Malloy
 National Restaurant Association
 Northwestern Memorial Hospital
 Paterno Wines International
 PivotPoint Academy
 The Marketing Store
 United Airlines

Graphic Design

Plan B Agency Alternative
 Trustwave
 WNEP Theater
 Nitro Comedy
 Gauchos Comedy Lounge

Additional Work Experience

Feb. 1998 to Aug. 2000 Frankel, Document Production Administrative Coordinator, Document Specialist, produced promotional and marketing materials for many corporate customers on tight deadlines.

1996 to 1998 Temporary Admin. Assistant with Manpower, LaSalle, Kelly, The Larko Group, and others.

1996 to present Fine Point Productions, entertainment, event planning and production. Produced three fan conventions (350+ attendees) improv and theater productions, and stand-up comedy.

1989 to 1996 KDKA Radio, Pittsburgh, Pa., Producer for news and programming. Also newswriter, copywriter and assistant to Programming Director. Responsible for booking guests, screening calls, technical operations, analog audio production.

Educational Background

B.A. in Creative/Professional Writing, Carnegie Mellon, 1989