

# AMANDA ABBUD

SEARCY, ARKANSAS 72143

501-827-1400

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## EDUCATION

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OUACHITA BAPTIST UNIVERSITY

ARKADELPHIA, AR

*Business Finance and Management, May 2018*

- Senior with a 3.9 GPA
- Member, Carl Goodson Honors Program
- Communications Director for the Eddie and Phyllis Ary Student Invest Fund, a student-managed equity portfolio of approximately, \$1,000,000
- Member, Hickingbotham School of Business Student Advisory Board and the Women's Business Club
- Member of the Women of EEE Social Club
- Captain, OBU Cheerleading Squad

HARDING ACADEMY

SEARCY, AR

*High School Diploma, May 2014*

- Graduated with a 4.0 GPA
- President of Beta Club and Key Club
- Former member of Cheerleading, Track, Tennis, and Golf Team

## WORK EXPERIENCE

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SC3G MEDIA, LCC

HOUSTON, TX

*Pinterest Content Manager Independent Contractor*

*October 2016 - Present*

- Responsible for publishing over 40 weekly posting and albums on social media sites; Pinterest and Houzz

TRIVISTA

ALISO VIEJO, CA

*Summer Analyst Intern*

*June 2017 – August 2017*

- Toured sites and aided in environmental sanitation
- Worked on analysis utilizing excel to create a final deliverable for the client
- Assisted marketing department with organizing inventory of over 100 documents
- Utilized PitchBook and Sales Force for over 10 different research projects
- Edited over 20 photos through Photoshop with Creative Cloud

CAMP TAHKODAH

FLORAL, AR

*Camp Counselor*

*May 2014 – August 2016*

- Counselor for summer camp with responsibility of a cabin with 12 to 14 girls
- Responsible for coordination of daily activities and teaching of outdoor/camping activities
- Lifeguarding responsibilities, teaching and coordination of swimming and canoeing activities`

SHELTON'S CRAFT KITCHEN

SEARCY, AR

*Restaurant Waitress & Cashier*

*December 2014 – January 2015*

- Enjoyed waitress responsibilities utilizing a superior customer service approach
- Responsible for customer meal charges and cash inventory at end of the day

## ADDITIONAL SKILLS AND EXPOSSURE

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- International exposure to Latin American cultures from study abroad semester in Chile and Peru.
- Attended the Young Republican of America Foundation at California's Reagan Ranch, with the Arkansas chapter during 2013.
- Bilingual, English and Spanish.

(References by Demand)