

# AMANDA CAWVEY

## CONTACT

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## HOBBIES

Drawing/Painting  
Blogging/Writing  
Crafting

## EDUCATION

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### Clarks Summit University

Graduated May 2016, Bachelor of Arts  
[3.8 GPA, Alpha Gamma Epsilon Honor Student;  
Courses: Creative Nonfiction, Adolescent Literature, Advanced  
Grammar, Theology 1-5]

### Bucks County Community College

Graduated May 2012, Associate Degree in Liberal Arts  
[3.8 GPA]

## WORK EXPERIENCE

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### Copywriter Today, Freelance Copywriter/Content Writer

January 2019–December 2021

Duties included: Writing SEO content, press releases, blogs, reviews and headlines for various clients.

### IGI Global, Assistant Development Editor

October 2017–October 2018

Duties included: Copyediting, formatting manuscripts, assisting clients with the publication process and developing email campaigns.

### First Baptist Church of Lebanon

#### Administrative Assistant

August 2021–Present

Duties included: Producing publications such as bulletins, brochures, posters and flyers, creating weekly newsletters via Mailchimp, creating mass mailing postcards, answering emails and phone calls, updating background checks, handling facility use requests, ordering office supplies

## WRITING EXPERIENCE

Content Writer for Odyssey  
(2016-2018)

Published in *Bucks County Magazine*  
(January 2017)

Published in *Vantage Magazine*  
(February 2020)

### **New Covenant Christian Church (Disciples of Christ)**

#### **Office Administrator/Executive Assistant**

July 2021-March 2022

Duties included: Managing social media platforms, producing publications such as bulletin and brochures, creating weekly newsletters via Mailchimp, answering emails and phone calls, ordering office supplies, recording weekly tithes and offerings, updating facility use requests

### **First Presbyterian Church of Stroudsburg,**

#### **Office Administrator/Administrative Assistant**

August 2020- May 2021

Duties included: Managing social media platforms and campaigns, managing and re-designing website, producing publications such as bulletin materials and weekly newsletter, answering emails and phone calls, creating email marketing campaigns (via Mailchimp), updating social calendar events, updating attendance, updating background checks, updating facility use request forms, ordering custodial and office supplies.

### **Country & Town Baptist Church, Administrative Assistant**

April 2019–July 2020

Duties included: Managing social media platforms, managing website and application, producing publications such as bulletin materials and weekly newsletter, updating social calendar events, updating attendance, updating background checks, updating facility use request forms, ordering custodial and office supplies.

## SKILLS

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Microsoft Word, Powerpoint, Excel, Outlook

Canva

Asana

Sharepoint

Mailchimp

Adobe Premiere Photoshop and Video Editor

ACS Church Management System, Power Church Management System,

Servant Keeper Church Management System

Google Docs, Gmail, Google Calendar