

Q. Anthony Amos

1614 Girard Avenue N, Minneapolis, MN 55411

17seventeen@zoho.com 651-468-4434

Professional Summary

Professional with excellent communication and listening skills. Delights in problem solving and meeting new people. Responsible, dedicated to quality work, and attentive to detail. 3+ years of non-profit, community and early education experience. 6+ years of diverse service industry experience. An individual that thrives in independent tasks and working in small groups. Recent graduate of the Medical Office Support program with a desire to help individuals towards ultimate health in a healthcare support setting.

Employment Experience

Artist—Visual Arts

Self Employed

2007-present

Minneapolis, MN

K Focused Reading Tutor

Americorps-- MN Reading Corps

2016-2017

Minneapolis, MN

- Worked 1:1 and in small groups with K-3rd grade students on pre-reading and reading skills
- Used prescribed literacy interventions and conducted weekly progress monitoring to ensure the student is on track to read at the end of 3rd grade

Communications Intern

Volunteers of America Minnesota/ Amicus

2014-2015

Minneapolis, MN

- Maintained an effective communication workflow and queue of graphic design, social media, feature writing, and video-editing projects
- Communicated diverse messages to various audiences verbally and graphically
- Created content that raises awareness for SPMI and vulnerable populations

Marketing & Media Intern

Northern Star Council, Boy Scouts of America

2014

Minneapolis, MN

- Prepared news releases to community and major newspapers
- Pitched story ideas to broadcast and print media
- Wrote articles and assist in the production and editing of the council newsletter (12,500 readers) and e-newsletter (36,000)
- Worked with a content management system(CMS) to update content on council websites and social media (Facebook and Twitter)

PR & Branding Specialist

Compassionate Care Services

2013-2014

2013-2014

Minneapolis, MN

- Responsible for the Branding and PR/ Marketing Strategies for new, local small business specializing in elderly assisted-living and transportation
- Created draft of marketing plan, which included target markets analysis and employee handbook

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K-12 Tutor

2013-2014

Migizi Communications

Minneapolis, MN

- Developed individual lesson plans for one-to-one and small groups
- Created my own schedule and work plan for each child and family
- Led small and large group lessons, exercises for Abinshanabe-Sullivan after school program
- Met standards of the Minneapolis Public Schools tutoring program

Education

Medical Office Support Training

2017-2018

Avivo Institute of Career and Technical Education

Minneapolis, MN

Jepson Day Treatment Certificate

2016

Hennepin County Medical Center

Minneapolis, MN

Public Relations Specialist Certificate

2014

Takoda Institute of Higher Education

Minneapolis, MN

HS Diploma—Visual Art Concentration

2007

Perpich Center for Arts Education

Minneapolis, MN

Volunteer

After School Tutor

2017-present

Hennepin County Library Homework Help

Minneapolis, MN