

# Q. Anthony Amos

1614 Girard Avenue N, Minneapolis, MN 55411

17seventeen@zoho.com 651-468-4434

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## 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