

Amy C. Flynn

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EDUCATION

University of Massachusetts, Amherst

Bachelor of Science in Managerial Economics

Expected May 2024

- Information Technology Minor
- Professional Writing and Technical Communication Certificate
- 3.9 GPA, Dean's List all semesters

WORK EXPERIENCE

IT Communications Coordinator Intern - UMass Amherst

Spring Semester 2023

- Wrote and edited content for various UMass IT websites
- Accomplished mass content migration of IT website pages between content management systems (Drupal 7 and ServiceNow)
- Collaborated in team meetings for input and feedback on other members' projects

Teaching Assistant - UMass Amherst

Fall Semester 2022

- Mentored a classroom of 20+ students in FYS Economics Seminar
- Created lessons and presented lectures on economics & student development
- Coordinated and attended meetings with professors and staff to plan classroom activity, performed clerical help, and sent weekly student emails

Shift Manager - Clementine's Homemade Ice Cream (Full-time seasonal)

2020-2022

- Managed team of 20 staff members
- Coordinated fast-paced service for large volume of customers while also responsible for operating production machinery and closing and opening duties

SKILLS

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- MadCap Flare, Adobe InDesign, Adobe Photoshop, & Adobe FrameMaker
 - Python & HTML/CSS
 - Microsoft Tools including Excel, Access, Word, Powerpoint, Publisher, SAS Software, Teams, OneDrive, Google Docs
 - Social media platforms including Instagram, Twitter, Facebook
 - Applicable Courses: Advanced Software for Professional Writers, Economics & Big Data, Computing: Foundations to Frontiers, Financial Analysis of Consumers & Firms, Principles of Management, Decision Analysis, Intermediate Micro/Macroeconomic Theory

EXTRACURRICULAR EXPERIENCE

Resource Economics Society Marketing Manager

(2022-present)

- Design and distribute weekly advertising content for student-run department club
- Implement weekly student meetings; including creating and presenting meeting content, connecting with alumni and companies, and collaborating with department counterparts

MASSPIRG volunteer

(2021-2022)

- Attended campaign brainstorming meetings and tabled for the voter registration program