

Amanda Moten

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Summery

If I were to describe my experience in a word it would be, technical. As a result of trying to find a career path that would allow me to be creative, I find myself gravitating to work involving technology as well. I am very detail-oriented and I appreciate organization. I would also describe myself as adaptable and I am always eager to solve problems, which in a way is an extension of my creativity. I have also been told I am a fun person to be around at work, which is something I am probably the most proud of.

Education

- Tulsa Community College (2012 to 2014) is where I mainly studied filmmaking/editing, humanities and general liberal arts.
- Oklahoma Summer Arts Institute (2009) is where I studied Photography.
- I can effectively use Microsoft Office, Adobe Premiere Pro, Final Cut Pro, Adobe Photoshop, Adobe Lightroom. I have also been proficient in many different data entry programs in the workplace since 2013.

Experience

May 2016 to Present

Graphics Operator | Griffin Communications | Tulsa, OK

I started at Channel 6 doing freelance work for production until December 2016, when I was officially hired as a production assistant. I have since been promoted two more times and my main responsibilities now include controlling the graphics used during live shows. I have fluent knowledge about the inner workings of production for live shows and often do many different jobs for each show including, working directly with the director in the control room and floor directing in the studio or greeting our guests on the show.

April 2019 to October 2019

Camera Operator | Tulsa Drillers Baseball | Tulsa, OK

For the Drillers Baseball and Tulsa Roughnecks Soccer 2019 season I did camera for the live broadcasts that aired on the MLB network and ESPN plus.

September 2017 to August 2018

Team Builder | Doordash | Tulsa, OK

I was excited to be the first person that Doordash hired to get the app up and running in Oklahoma. I worked part-time as a team builder for the Tulsa office, where I hired drivers for the app. I provided orientations for potential drivers, ran background checks, trained drivers, and handled technical support issues. I frequently used the Microsoft Office suite (exclusively Excel), Google services, and Squarespace. I also got feedback from many of the dashers on ways to improve the way the app works and helped relay that information to the appropriate people.

December 2014 to March 2016

Technical Support Representative | DirecTv | Tulsa, OK

My main responsibility was to assist customers over the phone with technical issues using DirecTv equipment. I also assisted with billing concerns, data entry and provided friendly, professional customer service. I received a promotion for my performance during my time with this company, after reaching several sales and performance goals.

June 2012 to December 2014

Catering Manager | La Madeleine Country French Cafe | Tulsa, OK

As the catering manager, I did research to find new clients, worked with management on marketing strategies, and ensured the products were up to company standards. I also did many Tulsa area events where I represented La Madeleine and promoted the store. I received a total of two promotions because of my sales record and the revue I created for the restaurant.

References

- **Jamie Van Winkle** (918) 637-0213
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