



FACT SHEET

Amy has 25 years' experience working in the Office of the President/CEO for companies across diverse industries. She is the go-to person for all matters written:

- grammar,
- punctuation,
- spelling,
- layout,
- advertising,
- employee communications,
- customer and supplier communications,
- technical communications,
- creating style sheets and
- educating others as to proper usage to ensure clarity.

Her strong commitment to high quality performance and professional communication has brought her accolades such as
miracle worker
super dependable
smart, organized and hard working
bringing order in the midst of chaos
being easy to work with
bringing professionalism to the front office.

Recognition of her professional communication style earned her the roles of chairperson and speaker for Executive Assistant conferences in major cities throughout the United States as well as Time Warner appointing her copy editor for a monthly children's magazine produced as a joint venture.

Professional Experience

Amy is an accomplished professional who has assisted in the profitable growth of successful businesses by

- Directing corporate communications for a \$56 million company.
- Preparing written and verbal communications; editing and proofreading important documents.
- Creating marketing materials, coordinating design, ensuring compliance with government regulations and company standards and style manual.
- Preserving accuracy, integrity and style of public relations and investor relations materials, newsletters, quarterly and annual reports, and other corporate publications.
- Assembling highly confidential financial materials as part of a due diligence team.
- Creating an award-winning annual report for an \$800 million company.

Memberships

- American Copy Editors Society (ACES)
- American Mensa
- Executive Women International (EWI), 1991 – 2009
Board Member; chair of Ways and Means committee
- International Association of Business Communicators (IABC)
- Intertel, an international society of the intellectually gifted
- Professional Editors Network (PEN)
- *Friends of the Saint Paul Chamber Orchestra*,
Executive Board Member, Board Secretary; Membership Chair; Gala Auction Chair, \$250,000 raised.

Activities

- Chairperson and speaker for "The Changing Role of Executive Assistants" conferences sponsored by The Institute of International Research held in major cities throughout the United States 1997-2001
- Speaker for MarcusEvans, producer of training seminars for Executive Assistants throughout the United States.