

# Amanda Taylor

I am a highly motivated self-starter with 10 years of administrative experience. I am well rounded and can rapidly pick up adhoc skills to get the job done. I'm currently looking to apply my skills to a career pivot to content and technical writing.

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## EXPERIENCE

### Docket Launch LLC

#### Implementations Specialist

NOV 2022 - Present

- Provided support to clients during their firm's implementation of Lead Docket legal software
- Assisted with installation and customization of Lead Docket software

### Federated Hermes Investors

Pittsburgh, PA

#### Senior Administrative Assistant II

JAN 2022 - SEPT 2022

- Provided administrative support to Chief Technical Officer, 3 director-level executives, and numerous other management personnel
- Met regularly with project managers & management to track progress on project deliverables
- Planned department wide events and activities
- Developed documentation on department policies and procedures

#### Senior Administrative Assistant I

NOV 2018 - DEC 2021

- Provided administrative support to director level staff & various management personnel
- Prepared weekly, monthly reports on project statuses
- Organized operations of office with 100+ employees

### Youth Advocate Programs

Pittsburgh, PA

#### Community Support Specialist

JAN 2018 - OCT 2018

- Worked directly with clients diagnosed with Autism Spectrum Disorder (ASD) to build life skills
- Monitored and collected data on client behaviors and prepared regular reports on progress towards treatment goals
- Developed and successfully implemented new strategies utilized during direct care and improved client functionality

### Marcus & Shapira

Pittsburgh, PA

#### Legal Administrative Assistant

MAY 2013 - NOV 2018

- Performed administrative tasks such as scheduling, event planning, and organizing electronic and paper filing systems
- Drafting, revising, and proofing of legal documents

## EDUCATION

### Duquesne University,

Pittsburgh, PA — Bachelor of Arts in Psychology (B.A.)

SEPT 2012 - MAY 2016

## SKILLS

Microsoft Office

Microsoft Teams

Sharepoint

Project Management

Drafting, revising, and proofing, content & technical writing

## COMMUNITY ENGAGEMENT

United Way Next Gen Ambassador

2022

Participated in United Way volunteer events at Heinz Field and food pantries in the Pittsburgh area.

Gamma Sigma Sigma

MAY 2015 - MAY 2016

Participated in service to organizations such as Pittsburgh Catholic Charities, Relay for Life, Run for Ryan, and the Great Race.