

Amy Beals

Writer, Editor, And
UX/UI Designer.
Manager

Contact

Phone

385-414-4692

E-mail

amylbeals@gmail.com

Skills

Instruction writing



Creative Cloud



Technical research



Editing



G-Suite



Multitasking Abilities



Attention to Detail



Digital file organization



Efficient Technical Writer with many years of experience. Extensive understanding of technical research and updating records. Adept at distribution and adaptation to audiences.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

Work History

2021-11 -

Current

Office Administrator

Prince Hansen Group, Sandy, UT

- Supported CEO and CFO with proactive correspondence management, document coordination, and customer relations.
- Produced high-quality communications for internal and external use.
- Edited documents to improve accuracy of language, flow, and readability.
- Administered payroll, accounts payable, and accounts receivable.
- Scheduled conference rooms, prepared agendas, and maintained calendars to prepare for meetings and events.
- Coordinated communications, financial processing, registration, recordkeeping, and other administrative functions.
- Interacted with customers by phone, email or in-person to provide information.
- Reconciled account files and produced monthly reports.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Managed payroll data entry and processing for 6 employees to comply with predetermined company guidelines.
- Updated employee files with new details such as changes in address or salary levels.

Recordkeeping skills
Excellent

Quality Management
Excellent

Skilled in Quickbooks
Very Good

Document organization
Excellent

Software

Office 365
Excellent

Adobe Creative Cloud Suite
Excellent

Google G-Suite
Very Good

Quickbooks
Very Good

Scrivner
Excellent

Pages
Excellent

2021-05 -
Current

Freelance Editor

Self-employed, Lehi, UT

- Determined readiness of written pieces, made changes, and approved final versions for publication.
- Posted and promoted articles on social media platforms to engage target audience.
- Supported publication by helping develop layouts and collaborating with production teams.
- Devised attention-grabbing headlines and summaries to increase clicks and engagement.
- Selected and edited photos for use in diverse projects.
- Prepared, rewrote, and edited pieces to improve readability and impact.
- Collaborated with graphics department to develop and implement visual elements.
- Developed and maintained pool of expert field sources.
- Checked reference sources to verify dates, facts, and statistics.
- Collaborated with writers and graphic designers to develop content schedules and plan workflows.

2021-05 -
Current

Freelance Web Developer

Self Employed Writer/Web Designer, Lehi, UT

- Planned website development, converting mockups into usable web presence with HTML and CSS.
- Provided front-end website development using WordPress, and other editing software.
- Collaborated with marketing, representing web team to establish project goals, projections and milestones.
- Implemented Google-based SEO and ad campaigns to meet budget specifications.
- Oversaw technical issues and troubleshooting requests to resolve user problems.
- Multi-tasked across multiple functions and roles to meet deadlines and organizational expectations.
- Coded websites using HTML, and CSS.
- Adhered to SEO best practices while designing sites.

2021-05 -
2022-05

Freelance UX Designer

Vitality Medical, Salt Lake City, UT

- Maximized system performance, enhancing end-user experience by applying iterative back end development updates.
- Managed cohesive design quality across 5 projects, adhering to prescribed themes and functional choices.
- Implemented strategies to increase web site traffic.
- Devised diagrams to outline system interactions and sequences underpinning interfaces.
- Researched and proposed new solutions to make website more user-friendly.
- Took and edited photographs to use in digital publications, websites, and social media.
- Designed elevated and brand-right creative to achieve marketing and merchant objectives.
- Participated in design review meetings to brainstorm new UX developments through collaborative thinking.

2016-08 -
2020-01

Office Manager

Rocky Mountain Abrasives, Lindon, UT

- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Implemented project management techniques to overcome obstacles and increase team productivity.
- Oversaw office inventory activities by ordering, requisitioning, and stocking in shipment/receiving.
- Coordinated special projects and managed schedules.
- Compared vendor prices and negotiated for optimal savings.
- Updated reports, managed accounts, and generated reports for company database.
- Optimized organizational systems for payment collections, AP/AR, deposits, and recordkeeping.
- Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.

- Maintained strong vendor connections by arranging pricing and delivery structures and managing specific shipment or paperwork concerns.
- Organized records of vehicles, schedules, and completed orders.
- Collaborated with manufacturing and supply chain management.
- Coordinated driver dispatch to accomplish daily delivery requirements.
- Maintained computer and physical filing systems.

Education

2018-08 -
2021-05

Bachelor of Science: English

Utah Valley University - Orem, UT

2018-08 -
2021-05

Certificate of Proficiency: Editing and Document Design

Utah Valley University - Orem, UT

2018-05 -
2021-05

Associate of Science: Humanities and Social Sciences

Utah Valley University - Orem, UT

Additional Information

Many of the Freelance projects are administered by NDA and cannot be disclosed. NDAs can be provided upon request.