

Amanda Loch

amandaloch@mc.com Portfolio: <http://amandaloch.com>

EDUCATION

Roosevelt University, Schaumburg, IL 2007-2010 - *Master of Arts ~ Education*
Northeastern Illinois University, Chicago, IL 2005-2007 - *Bachelor of Arts ~ English, History*
College of DuPage, Glen Ellyn, IL 2003-2005 - *Associate of Arts*

COMPUTER SKILLS

Broad high-level Macintosh; video, audio, and photo-editing using Final Cut Pro, Aperture, iBooks Author, iWork, iWeb, Adobe Photoshop & InDesign. Extensive work on the psychology of effective "slideware" presentations, competencies including Keynote, PowerPoint, and Prezi. Complete Microsoft Windows competency including Office and Windows Movie Maker. Social media including Facebook, Twitter, Tumblr, Flickr, Instagram, Pinterest, Google+ and WordPress. Entry-level hardware repair. The ability to quickly learn and adapt to new software with no instruction.

WORK EXPERIENCE

Technology, Media, and Design Consultant, SuperSibs!, Palatine, IL

Present

Planned, wrote, designed, and published newsletters for five different youth demographics, including bereaved children. Designed and produced dynamic interactive iBooks to distribute previously printed or unpublished works to reach a larger audience while reducing or eliminating costs. Created original print and promotional materials for mailings, auctions, fundraisers, art installations, and other display purposes. Shot live events and edited the video and photographs for use in media. Assisted with planning ongoing projects for child and teen outreach programs online.

Genius Administrator, Apple, Inc., Oak Brook, IL

2009-2010

Managed flow of Genius Room and Geniuses in a fast paced environment; expedited repairs; oversaw day to day operations; resolved customer and employee issues; pioneered new methods of organization and workflows to increase productivity and communication; multitasked and managed from a remote location a majority of the workday.

Co-Founder and Vice President, Techspanion LLC, Arlington Heights, IL

2006-2008

Assisted customers with pre and post-purchase questions for MacWorld editor's choice award winning software *VisualHub*, *AudialHub*, and *iSquint*; organized educational and corporate site licenses for audio and video-conversion software; coordinated day to day operations; assisted with mid-level tech support.

Mac Specialist, Apple, Inc., Schaumburg, IL

2003-2007

Private instructor for Pro-level customers on topics in graphic design, video editing, web publishing, and general computer use; group class instructor for Apple studio classes; Apple "Camp," workshop leader, and "School Night" coordinator; mid-level tech support; mentor to new hires; certified Apple Product Professional.

Online Editor/Columnist/IT, Northeastern Illinois University *Independent*, Chicago, IL

2005-2007

Created a bi-weekly "TechTalk" column addressing modern issues in Technology; staff writer; pioneered and solely maintained www.neuiindependent.com, with responsibilities including online layout, web photo-editing, graphic design, and user account administration, and staff education. Responsible for acquiring funding, setting up, and maintaining of a lab full of high-end Apple Computers for production work. Submitted a proposal for new computer equipment that won approval for 70% of the entire school's activity budget for the 2006 school year.

Awards

Winner, 1st & 2nd Place Healing Writing, Illinois College Press Association, 2006
Contributor to The *Independent's* 1st Place Best of Show Award, Associated Collegiate Press Conference, 2007

TEACHING EXPERIENCE

Clinical Experience - Conant High School - US History and World History - Grades 9-11 - Fall 2008
Tutoring - Greater Wheeling Area Youth Outreach (GWAYO) - 2007
Camp Counselor, Private Tutor and Workshop Leader - Apple, Inc. - 2003-2007
Adult Leader, Videographer/Photographer - Operation Snowball - York High School - 2003-2005