

DOS SANTOS



INTERNATIONAL

531 Roselane Street NW
Suite 810
Marietta, GA 30060

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Email: aduncan@dossantosintl.com

Amy D. Duncan

BACKGROUND SUMMARY

Approximately ten years in administrative services including legal, client services and customer support.

PROFESSIONAL BACKGROUND

Dos Santos International, Marietta, GA., May 2004 - Present

Public Relations Manager, May 2004 - Present

Responsibilities:

- Produced company video for distribution and website
- Designed brochures and promotional material for distribution amongst worldwide reps.
- Created and maintain relationships with editors of relevant trade magazines to expedite press releases.
- Managed and supported domestic and international sales representatives.

Crawford Broadcasting, Birmingham, AL

Creative Writer/Promoter, January 2005 – March 2007

Responsibilities:

- Positioned and introduced radio station shows and hosts in venues throughout the state.
- Negotiated promotional items through on-air time and advertisements.
- Developed money producing advertisements through Taylor Plan procedure.
- Developed and designed trade show booths.
- Set up on-air interviews with local and national celebrities and politicians

Credit Bureau Systems Incorporated, Tuscaloosa, AL. February 1997- November 1998

Data Entry, February 1997 to December 1997

- Entered hundreds of accounts daily to collection agency.

Legal Clerk, January 1998 to May 1998

- Handled all bankruptcies and corresponded with attorneys on accounts with judgments and disputes.

Collections, May 1998 to November 1998

- Assisted debtors on how to pay overdue debts. Created plans for payment.

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DASH Sports Science, November 1994 – May 1995

Customer Service Representative, November 1994 – May 1995

Responsibilities included:

- Taking orders for health supplements.
- Called national sports teams and mailed information for promotion of DASH.

EDUCATION

- Associate of Arts, Shelton State Community College, Tuscaloosa, AL., 1999
- Bachelor of Arts in Communication and Information Sciences, University of Alabama, Tuscaloosa, AL., 2004

ACHIEVEMENTS

- Creative Director for Uvote2004 campaign
- On-air interview with Birmingham based radio talk show personalities.

TECHNICAL SKILLS

- Promotions
- Creative Writing
- Creative advertising on low budget

LANGUAGES

- Speak Portuguese fluently.
- Read and write Portuguese.
- Proficient in Spanish.