



Amanda Davis

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Profile

Decisive and driven project manager who excels at managing complex, multi-stakeholder projects. With careful planning, communication and by always taking or facilitating the next action, I am able to effectively manage numerous projects while also being responsible for ongoing commitments in the office.

Professional Experience

Research Project Coordinator

University of Kansas
Sept 2015 - Present

- Managed multi-state team to develop national e-learning platform for professional development of family support professionals
- Manage administrative staff
- Developed a social media strategy for Center for Public Partnerships & Research

Field Office Operations Manager

Waddell & Reed
Nov 2013 - Sept 2015

- Managed end-to-end lease process for 160+ field offices across the U.S.
- Involved in coordinated decision-making and implementation between home office, field leaders, individual agents, and dozens of vendors in each location

Senior Variable Products Coordinator

Waddell & Reed
May 2010 - Nov 2013

- Created and managed variable product submission process
- Collaborated with cross-company teams to develop corporate initiatives
- Supported multiple teams within Office of Supervisory Jurisdiction

Education

University of Kansas

Lawrence, Kansas
August 2018

Master of Science, Digital Content Strategy

Certificate in Social Media Strategy - May 2017

Certificate in Data Interpretation and Communication - May 2018

Franklin University

Columbus, Ohio
May 2010

Bachelor of Science, eMarketing & Business Administration

Affiliations

Just Food

Board Member
2016 - Present

Social Media Club of Lawrence

Board Member
2015 - Present

theSkimm

Brand Ambassador
2016 - Present

The Communications Network

Member
2017 - Present

Presentations

MozFest 2016

London, UK

SXSWedu 2017

Austin, TX

Volunteer Activities

Girlfriend's Gala

Event Founder & Chair
2015 - Present

American Cancer Society

Event Chair
2012 - 2016

Expertise

Social Media Content Management

Project Management

Team Management

Collaboration

Grant Writing

Event Planning

Skills

Leadership

Communication

Blogging

Strategic Planning

Visual Presentations

Public Speaking