

Amy D. Duncan

MARKETING MANAGER



BACKGROUND SUMMARY

Over 25 years experience in administrative services including, legal, client services and customer support. 15 years experience in developing and executing marketing strategies with the unique ability to understand the ongoing market scenario and customer trends using marketing communication skills.

PROFESSIONAL BACKGROUND

DOS SANTOS INTERNATIONAL

Marietta, GA, 2007 - Present (Marketing Manager)

Responsibilities:

- Produce company video for distribution
- Design brochures and promotional material for distribution amongst worldwide representatives
- Create and maintain relationships with editors of relevant trade magazines to expedite press releases
- Manage and support domestic and international sales representatives
- Manage and set up industry trade shows for company promotion
- Arrange speaking engagements and presentations
- Provide and schedule Lunch and Learn sessions
- Manage ISO 9001 standards and audits
- Create Emergency Management System
- Train staff on employee manual



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info@dossantosintl.com
DosSantosIntl.com

531 Roselane St - Suite 810
Marietta, GA 30060

- Handle shipping both domestic and international
- Promote and manage DSI Sandwich Shop customers and orders

CRAWFORD BROADCASTING

Birmingham, AL, 2004 - 2007 (Creative Writer and Promotions)

Responsibilities:

- Positioned and introduced radio station shows and hosts in venues throughout the state of Alabama
- Negotiated promotional items through creative budgeting and bartering
- Developed money producing advertisements through company's Taylor Plan procedure.
- Developed and designed trade show booths
- Arrange trade show appearances to promote all three radio stations
- Set up voter registration campaign
- Arranged on-air interviews with politicians, sports figures and national celebrities
- Able to create radio script and edit voice over
- Voice over for several national advertisements

CREDIT BUREAU SYSTEMS

Tuscaloosa, AL – (Data Entry/Legal Clerk)

Responsibilities:

- Entered thousands of delinquent accounts manually into computer system for collection
- Called debtors for collection
- Assisted debtors in paying collection debt
- Created feasible payment plans for debtors to pay collection debt
- Knowledgeable on FDCPA law
- Handled all bankruptcies and corresponded with attorneys on accounts with judgments and disputes
- Answered multi-line phone system
- Counseled debtors on debt collection practices and services



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DASH SPORT SCIENCE

Tuscaloosa, AL – 1994 – 1995 (Customer Service Representative)

Responsibilities:

- Took phone orders for health supplements
- Answered product questions
- Called national sports teams and mailed promotional information

EDUCATION

University of Alabama, Bachelors of Arts in Communications and Information Sciences, 2004
Shelton State Community College, Associates of Arts, 1999

PROFESSIONAL CERTIFICATIONS

Georgia Notary Public (Commission expires October 20, 2019)

Powers and Duties

- Witness or attest signature or execution of deeds and other written instruments;
- Take acknowledgements;
- Administer oaths and affirmations in all matters incidental to their duties as commercial officers and all other oaths and affirmations which are not by law required to be administered by a particular officer;
- Witness affidavits upon oath or affirmation;
- Make certified copies, provided that the document presented for copying is an original document and is neither a public record nor a publicly recorded document, certified copies of which are available from an official source other than a notary; and provided that the document was photo copied under supervision of the notary; and
- Perform such other acts as notaries are authorized to perform by the laws of the State of Georgia.

ASSOCIATIONS

Jeremiah Castille Foundation, Board Member, Communications Director
Roll4Mikey, Co-founder

ACHIEVEMENTS

- Creative Director for UVote2004 campaign.
- On-air interview with Birmingham based radio talk show personalities



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- Arranged and managed on air interviews with national and local celebrities, politicians and sports figures
- Published articles in world-wide trade magazines

TECHNICAL SKILLS

- Promotions
- Creative writing
- Creative low budget advertising
- SEO/SEM marketing
- Event planning
- Public speaking
- Fund raising
- Management of several social media accounts
- Data management
- Microsoft Office, Word, Power Point, Excel, Publisher
- QUARK and GIMP design software
- Movie Maker
- Speak, read and write in Portuguese
- Proficient in Spanish



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