

# Amanda L. Reed

---

## Experience

2018-present

**Indian Head Family and Children's Center** - *Preschool Teacher, Infant/Toddler Teacher, 3rd/4th History/spelling Teacher*

2017-2018

**Laurel Mountain Classical Academy:** *History Teacher*

2001 - 2007

**Renaissance Settlements LLC** -*Office Manager and licensed title agent*

- Managed daily functions of the settlement company
- Hired new employees and managed daily schedules
- Maintained client list and pursued new clientele
- Oversaw title searches and checked title chains
- Received loan documents and prepared settlement statements
- Conducted settlement closings and notarized all legal documents
- Made sure all title insurance policies were sent out in a timely manner
- Made sure all escrow accounts zeroed out after each transaction

2000-2001

**Clarion University** - *Athletic Trainer*

- Helped maintain athlete exercise regimens
- Basic first aid, maintenance of athlete health needs

## Education

2020

**California University of Pennsylvania**- enrolled in Master's of Early Childhood Education

2019

**Westmoreland Community College**- *enrolled in Early Childhood Education*

2001

**Clarion University of PA** - *BS in Business Marketing*

## Volunteer

2000-present

-helped with VBS at Murrysville Community Church and Faith Bible Church

2007-2017

-helped at powered-up ministry at Murrysville Community Church

2013-2016

-troop leader with American Heritage Girls

2013-2015

-taught and tutored at Western Pennsylvania Enrichment classes (WEC)

2007-2017

-Childrens ministry helper (Sunday school, nursery, etc.)