

Amanda L. Reed

Experience

2019-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

2001

Clarion University of PA - *BS in Business Marketing*

2020

Westmoreland Community College- *enrolled in Early Childhood Education*

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.)