

AMANDA E. LAUTER
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A CREATIVE COMMUNICATOR with expertise in:

- Video Editing
- Production Assisting
- Website Administration
- Corporate Communications
- Information Design
- Document Design
- Project Management
- Public Relations
- Event Organizing
- Event Promotion
- Copy Writing
- Marketing

PROFESSIONAL EXPERIENCE

INSUBORDINATE PROMOTIONS LLC, Atlanta, GA 2007 - Present

- Co-Founder of Atlanta-based music promotions company; architect of "Insubordinate Promotions" and "Musical Mutiny" (concert series) brands.
- Liaison between internationally known, genre-blending music artists and sponsors/venues. Manage show logistics prior to, during and after concert events, including booking flights/hotels, arranging ground transportation, and making sure all contractual agreements are met.
- Manage corporate communications including direct marketing materials, press kits, press releases and more. Write, design, edit, and package these materials for both online and print delivery.
- Generate graphic design materials, including posters, banners and event fliers.

BERT AND MARY MEYER FOUNDATION, Atlanta, GA 2007 - 2008
Media Consultant

- Served as media consultant on a project aimed at cataloging, digitizing and archiving 20+ years of organizational history, including 8mm film, VHS, miniDV, DAT and audio cassettes; helped to develop and implement all archiving processes.
- Designed a program booklet for the organization's 20th Anniversary: researched, wrote and generated graphic/document design. The final version was delivered electronically and in print.

TURNER STUDIOS, Atlanta, GA
Freelance Tape Operator

2007

- Support staff for both Avid and Final Cut Pro Editors, including tape support during edit sessions, completion of dub and encode requests and digitizing material for edit sessions.

Z=MC², Atlanta, GA
Website Administrator

2004 - Present

- Provide website maintenance and content updates (as needed) for boutique executive recruiting firm.

N-TARA, INC. Atlanta, GA
Assistant Research Analyst

2003

- Researched business markets (internet, phone, and print) for an established visual communications company working to launch a branch office in Atlanta; Research was focused in the areas of Biotechnology and Pharmaceuticals.
- Reported to both Vice President and Director of Sales on a weekly basis with research updates and informational briefings.

EDUCATION

OBERLIN COLLEGE, Oberlin, OH

BA Visual Arts/Cinema Studies 2005