

Amy Lynn Tompkins

Education

B.A. LIBERAL STUDIES | JANUARY 2014 | MARIST COLLEGE, G.P.A. 3.7

Major Concentration: English / Minor Concentrations: Business, Psychology

Research Methods for Literature, Non-fiction Workshop, Business Writing, Screenwriting

A.A.S. PARALEGAL STUDIES WITH HONORS | MAY 2012 | DUTCHESS COMMUNITY COLLEGE, G.P.A. 3.4

Law of Business Organizations, Business Law, Real Property Law, Civil Litigation, Microsoft Word 2013

A.A. LIBERAL ARTS | JANUARY 2010 | DUTCHESS COMMUNITY COLLEGE, G.P.A. 3.3

Business Communication, Marketing, Business Management, Computer Systems & Applications, Typing for Data Entry

Employment

CASHIER/FRONT END RUNNER SHOP RITE	KINGSTON, NY JAN. 2016 – PRESENT
SUBSTITUTE TEACHER HYDE PARK CENTRAL SCHOOL DISTRICT	HYDE PARK, NY SEP. 2015 – PRESENT
TEMP SECRETARY HAVILAND MIDDLE, HYDE PARK CENTRAL SCHOOL DISTRICT	HYDE PARK, NY OCT. 2015 – DEC. 2015
SERVER GIGI TRATTORIA	RHINEBECK, NY APR. 2015 – AUG. 2015
SHOWROOM MANAGER LONG'S BILLIARD SUPPLY	NEWPORT NEWS, VA JAN. 2014 – APR. 2015
INDEPENDENT SALES REP AVON	NEWPORT NEWS, VA DEC. 2013 – APR. 2015
SUBSTITUTE TEACHER HYDE PARK CENTRAL SCHOOL DISTRICT	HYDE PARK, NY OCT. 2011 – NOV. 2013
RESEARCH ASSISTANT TO NANCY O'DONNELL, PSY.D. MARIST COLLEGE	POUGHKEEPSIE, NY SPRING 2013
MEMBER DUTCHESS COMMUNITY COLLEGE PARALEGAL SOCIETY	POUGHKEEPSIE, NY SEP. 2008 – MAY 2012
SERVER TAVERN AT THE BEEKMAN ARMS	RHINEBECK, NY AUG. 2010 – JAN. 2011
ASSISTANT CUSTOMER SERVICE DEPT. HEAD STOP AND SHOP	RHINEBECK, NY AUG. 2005 – 2010
INTERN SERINO AND MACKAY, P.L.L.C.	FISHKILL, NY AUG. 2009
INTERN THE SUPREME COURT OF NEW YORK, DUTCHESS COUNTY	POUGHKEEPSIE, NY JULY 2009
SELECTED COLLEGE ROTATION PROGRAM STOP AND SHOP	RHINEBECK, NY MAR. 2008

Skills

Software: Adobe Photoshop and InDesign; Microsoft Office Suite; Outlook; Picasa Photo Editor

Programming: Basic HTML

Social Networking: Facebook, Twitter, Instagram, Pinterest, WordPress, Medium, and Tumblr

Other: Customer Service; Editing; Photography; Problem-Solving; Typing 90 WPM; Violin/Viola

Writing

COFOUNDER/EDITOR-IN-CHIEF ANGRY FEMINIST GEEKS	medium.com/angry-feminist-geeks MAR. 2016
"ONLY THE ESSENTIALS" THE BILLFOLD	The-Billfold.com FEB. 2016
CONTRIBUTING WRITER LIVING CITY MAGAZINE	HYDE PARK, NY JAN 2016
CONTRIBUTING WRITER LIVING CITY MAGAZINE	HYDE PARK, NY MAY 2014
CONTRIBUTING WRITER LIVING CITY MAGAZINE	HYDE PARK, NY JAN. 2014
WRITER PRESS RELEASE, MARIST COLLEGE Chosen as winning Press Release in a course-wide competition	POUGHKEEPSIE, NY JAN. 2014
CHIEF EDITOR GRANT PROPOSAL TEMPLATE FOR HOPE FOR HEROES via Marist College, supervised by Dr. Pao-San Haruta	POUGHKEEPSIE, NY NOV. – DEC. 2013
REPORTER INYOURSPEAKERS MEDIA, LLC	HARVARD, MA OCT. 2013-JAN. 2014
CHIEF EDITOR ADMINISTRATIVE REPORT, MARIST COLLEGE via Marist College, supervised by Dr. Pao-San Haruta	POUGHKEEPSIE, NY OCT. 2013
TUTOR DUTCHESS COMMUNITY COLLEGE WRITING CENTER	POUGHKEEPSIE, NY FALL 2012
COPY EDITOR/STAFF WRITER THE CHRONICLE, SUNY DUTCHESS	POUGHKEEPSIE, NY JAN. 2008 – JUN. 2010
ASST. COPY EDITOR/CONTRIBUTING WRITER THE LEADER, SUNY FREDONIA	FREDONIA, NY SEP. 2006 – DEC. 2007

Altruism

VOLUNTEER GREYSTONE PROGRAMS	POUGHKEEPSIE, NY APR. 2016
HABITAT FOR HUMANITY D.C.W.B.A. LAWYER'S BUILD	NEWBURGH, NY MAY 2009
ASSISTANT TO DIRECTOR HAVILAND MIDDLE SCHOOL ORCHESTRA	HYDE PARK, NY SEP. 2005 – JUN. 2006
COORDINATOR HARMONY FOR A HURRICANE: CONCERT BENEFITTING KATRINA VICTIMS	HYDE PARK, NY NOV. 2005
TUTOR NORTH PARK ELEMENTARY SCHOOL	HYDE PARK, NY SEP. 2002 – JUN. 2005