

Amanda N. Marsh

PO Box 684 • Ossining, New York 10562

631-355-2318 • amanda@buzzmaestro.com • <http://www.buzzmaestro.com>

EXPERIENCE

10/2014 – Present **Buzzmaestro LLC** **Ossining, NY**
Founder

Assists businesses and individuals with writing tasks across print and electronic media. Services include: copy and content writing; editing and proofreading; collaboration and co-authorship; writing and website critiques; and social media consulting. Majority of clients are in commercial real estate.

09/2008 – 10/2014 **Bisnow Media** **Washington, DC**
Deputy Editor (2011-2014); Reporter (2008-2011)

Bisnow is a digital media, live events, and education company that focuses on the commercial real estate, legal, technology, association, and non-profit sectors.

- Worked with a staff of four editors to edit and proofread daily e-newsletters that go out to 26 North American cities and 610,000 subscribers.
- Managed a staff of 15 reporters across North America and worked with them to generate story ideas, improve copy, and produce special editorial projects.
- Launched the New York, New Jersey, and Property Management real estate e-newsletters; wrote for all three, as well as *Bisnow's* Hotel and National real estate e-newsletters.
- Helped launch *Bisnow's* seven-city Power Women initiative, which profiles and honors each market's most impactful commercial real estate women executives.
- Helped launch *Bisnow's* editorial surveys, which polled subscribers on hard-hitting topics impacting their business and markets.
- Responsible for editorial graphic design, including charts and photo editing.
- Worked with *Bisnow's* events team to source top executives to speak on our national panel discussions.

01/2006 – 09/2008 **Commercial Property News** **New York, NY**
Associate Editor (2007-2008); Writer (2006)

Commercial Property News was a bi-weekly commercial real estate trade magazine and website that later rebranded as Commercial Property Executive.

- Wrote about the commercial real estate industry for a bi-weekly magazine and daily website.
- Responsible for market analysis, research, and coverage of the Southeast, Mid-Atlantic, and International regions, as well as the office sector.
- Organized annual regional commercial real estate conferences in Atlanta, Miami, and Washington, DC, including content and speakers, for an audience of 100 to 500 executives

08/2001 – 05/2005 **The Ram (Fordham University)** **Bronx, NY**
*Editor in Chief (2004); Executive Editor (2003);
News Editor (2002); Staff Writer (2001, 2005)*

The Ram is Fordham University's official newspaper of record.

- Oversaw weekly 40-hour production and publication of six-section, 24-36 page newspaper.
- Managed staff of 20 editors and 20 writers.
- Served as a liaison between the school and *The Ram* on advisory boards and University-wide forums.
- Formed relationships with new advertisers and helped increase weekly advertising.
- Wrote for and edited entire newspaper for grammar, spelling, and syntax.

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EXPERIENCE (CONT.)

09/1997 – 05/2005 **Country Health and Diet Foods** **Islip, NY**

Sales Manager

Country Health and Diet Foods was a retail store that sold natural foods, vitamins, herbs, and related items.

- Helped launch store website, CHADF.com (store and website have since closed).
- Designed advertisements, newsletters, and displays based on demand and product popularity.
- Managed partnerships between store and over 30 companies featured on the website.
- Managed staff, tracked and ordered inventory, and handled transactions and personal correspondence.

EDUCATION

08/2001 – 05/2005 **Fordham University** **Bronx, NY**

BA in Communication & Media Studies (Journalism/New Media)

ACHIEVEMENTS

- Sigma Delta Chi Award for outstanding senior in journalistic studies (2005)
- National Dean's List (2005)
- Fordham University Dean's List (2003-2005)
- Columbus Citizen's Foundation College Scholarship (2001-2005)
- *The Ram* Editor of the Year (2002)
- Sons of Italy College Scholarship (2001)

EXPERTISE

- Copywriting and copyediting
- Creative, business, and technical writing
- Web design and copy (HTML, CSS)
- Blogging and social media platforms
- Photo editing and graphic design
- Publication layout and design

TECHNICAL SKILLS

- **Expert In:** Adobe Creative Suite, Artisteer, Corel Paint Shop Pro, Corel WordPerfect, HTML, Mac OS, Microsoft Office (Word, PowerPoint, Excel, Outlook, Publisher), Windows OS, WordPress
- **Knowledgeable With:** Adobe Acrobat, Adobe Photoshop, Adobe Dreamweaver, CSS
- **Typing:** 60 WPM, 100% accuracy

MEMBERSHIPS & VOLUNTEER WORK

- **CREW New York** – Member, Communications Committee (2015 – Present); Marketing Co-Chair, 2016 CREW Convention
- **CREW Network** – Member, Communications & Editorial Committee (2015 – Present)
- **Green Ossining** – Committee Member (2014 – Present)
- **Ossining Chamber of Commerce** – Member (2015 – Present)
- **Stupid Cancer** – Volunteer (2010 – Present)