

# Amy E. Unland

3236 N Lawndale Ave Chicago, IL  
60618

Phone: (562) 481-7571  
E-mail: amyunland@gmail.com

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## Objective

Friendly, outgoing professional with twenty years of diverse experience, looking to join a team where experience and personal qualities can be utilized best.

## Skills

- Experience in nightclub office management
- Training in graphic design, web design and video editing
- Expert user of Adobe Creative Suite programs
- Social media marketing and advertising experience and training
- Skilled high volume bartender
- Sales experience
- Ability to coordinate and manage staff
- Great written and verbal communication skills
- Proficient user of Microsoft Office, Google Suite, Mailchimp and more

## Education

30 Credit Hours in Fine Art – Webster University, St. Louis, MO  
Bachelor of Arts in Psychology- University of Missouri, St. Louis, MO  
Currently pursuing a Certificate in Graphic Design at The School of Art Institute of Chicago  
Currently pursuing an Associates Degree in Digital Media Design at Harold Washington

## Employment

2001 - Current Self Employed United States / Mexico

### **DJ/ Promoter/ Producer/ Graphic Designer**

- Performing as a DJ at nightclubs and lounges
- Event planning, promotion and production
- Graphic design
- Web design
- Photo and video editing

2014-2022 Transit Nightclub/ The Mine Chicago, IL

### **Office / Media Manager**

- Social media management
- Liquor Inventory / Ordering
- Payroll
- Website design and maintenance
- Graphic design
- Bartender
- Brand management

Chicago, IL

2018-2018 The Mid Nightclub

### **Marketing Manager**

- Social media marketing and advertising
- Graphic design
- Coordination and execute of events
- Daily social media posts to relevant platforms
- Website design and maintenance
- Brand management
- Development and implementation of marketing plans and strategies

2011 - 2018      Paradigm / Spybar      Chicago, IL

**Marketing/ Promotion / Bartender/ Door/ DJ/ Administrative**

- Bartender for underground loft events
- Collect cover charge, manage guest list and will call
- Event creator, promoter, graphic designer and resident DJ
- Created and managed in-house sub-promoter team

2016 - 2017      Annex Nightclub      Chicago, IL

**Bartender/ Door/ Promotions/ DJ/ Bookings**

- Resident DJ and booking of DJs
- Bartender
- Collect cover charge, manage guest list and will call
- Event creation, graphic design, production and promotion

2007 – 2010      L.A. County Assessor's Office      Los Angeles, CA

**Residential Real Estate Assessor**

- Received orders for appraisals of real properties
- Conducted interior and exterior inspection of properties
- Created property sketch to scale
- Inspect and assess value of new construction
- Researched and collected data on subject property and comparable sales
- Utilized cost manuals in determining value by cost approach
- Completed appraisal reports with opinion of value for tax purposes

2000 – 2006      Real Estate Analysts, Ltd.      St. Louis, MO

**Residential Real Estate Appraiser Trainee**

- Received orders for appraisals of real properties
- Conducted interior and exterior inspection of properties
- Created property sketch to scale
- Researched data on subject property and comparable sales
- Utilized cost manuals in determining value by cost approach
- Completed appraisal reports to be reviewed by a certified appraiser