




# AMANDA THORNTON, MBA

## PROJECT MANAGER

### LOCATION

 Knoxville, TN

### SKILLS

- Microsoft Office Suite
- Project Management
- Process Improvement
- Google Suite
- Interpersonal Skills
- Critical Thinking
- Time Management
- Marketing
- CRM & Project Management Software
- Attention to Detail

### INTERESTS



Reading



Video Games




Working Out



Knitting

### AWARDS RECEIVED

 Marketplace Masters Award,  
University of Tennessee  
(2019)

 Most Outstanding Senior in  
Media Management, MTSU  
(2014)

### ABOUT ME

I am a management professional with numerous years of experience in business operations. I am also experienced in meeting deadlines with stakeholders and internal teams.

### WORK EXPERIENCE

#### Project Management Specialist

Oak Ridge National Laboratory | Dec 2022 - present

- Manage R&D proposals for the Advanced Research Projects Agency, Energy (ARPA-E) program lab wide
- Improve current proposal processes at the directorate level to meet mission needs

#### Project Manager

Elastic Pictures | Jan 2022 - Dec 2022

- Coordinated resources for execution of projects on-time and within scope

#### TV Commercial Operations Specialist

Discovery, Inc. | Nov 2020 - Dec 2021

- Provided support for television commercial operations to maximize revenue

#### Film Festival & Group Sales Consultant

Regal Cinemas, Inc. | Dec 2019 - Nov 2020

- Coordinated and booked contracts for 50+ film festivals at Regal theaters nationally with yearly revenue of \$500K+

#### Development Coordinator

Red Arrow Industries | Aug 2015 - Dec 2019

- Developed television programming through extensive research, marketing, and collaboration

### EDUCATION

#### The University of Tennessee - Knoxville

Master of Business Administration (MBA) | Aug 2018- Dec 2019

#### Middle Tennessee State University

BS Media Management | Aug 2011 - May 2015

- Minor in Business Administration