

Amayah Williams

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Experience

August 2025 - Dec 2025

Lillies Lil Lamb- Administrative Assistant

- Ensure compliance with Georgia DECAL Bright From the Start requirements and maintain accurate records related to child care operations.
- Foster positive relationships with parents, families, and the community to promote engagement and communication.
- Worked in advertising and promoting certain events and learning programs using Canva tools.

October 2024 - February 2025

Foundations Early Learning Center- Lead Teacher

- Responsible for planning, implementing, and overseeing a developmentally appropriate curriculum for young children in a daycare setting, grounded in Christian values.
- Manage the classroom environment to create a positive, nurturing learning space that reflects love and respect.
- Ensure social, emotional, and cognitive development through engaging activities and thoughtful interactions, emphasizing compassion, kindness, and service to others.

March 2024 - October 2024

Kelly Education- Substitute Teacher

- Follow lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions, and maintain a positive learning environment

September 2023 - January 2025

Sanctuary of Unborn Life- Developmental Coordinator

- Created and managed content on Instagram and YouTube to increase awareness, engagement, and community reach.
- Developed marketing and fundraising materials, including social media campaigns and donor communications using Canva and Adobe Premiere software.
- Assisted in creating a supportive learning environment through integration of faith-based principles and research-informed practices.

June 2021 - June 2023

Victoria's Secret PINK- Campus Representative

- Create community events and manage social media analytics that works to promote the overall brand Victoria's Secret PINK.
- Created 7 successful events, both online and in person, in the span of 3 months with a \$500 budget.
- Created social media content that retracted engagement activity in 4,571 likes, comments, and shares.
- Managed a five-member campus team responsible for social media content creation, community events, outreach initiatives, and promotional campaigns.

January 2023 - May 2023

WVAS FM 90.7- Intern/Student Reporter

- Collecting soundbites and conducting interviews from events in the greater Montgomery area
- Editing the sound clips using sound mixing software
- Experienced in interpreting documentation, creating news scripts, and summarizing complex research using Google Docs, Word, Excel, and Outlook.

February 2023 - May 2023

Historical Vision Productions- Intern/Lead Videographer

- Collaborated in videography and photography editing with Adobe Premiere Pro and Photoshop on 2 projects in the span of 2 months.
- Collaborate with peers to complete the production, completion, and distribution of photography and short film projects. Create storyboards and write scripts that require heavy detail orientation.
- Used the Canon EOS Rebel T7 to create and design commercials for promotional use as well as write and edit press releases using Microsoft Word.

August 2022- December 2022

Alabama State University Broadcasting- Assistant Production Manager

- Produced and edited multimedia content using Canva and CapCut, applying social media analytics to maximize reach; university football content achieved 10K-38K views per post and averaged 1.2K likes.
- Produced documentary-style features on local stories involving Alabama State University, earning nominations for recognition at the Sports Emmy Awards and honors at the Autumn Sun Film Festival.
- Coordinated content schedules and ensured consistent brand messaging between the university news station and athletics department.

Education

Southwest Dekalb High School- Decatur, GA

Diploma achieved May 2019. Graduated Magna Cum Laude - 3.6 GPA

Alabama State University- Montgomery, AL

Diploma achieved May 2023. Bachelor of Arts Communications Radio/TV major. Graduated Magna Cum Laude - 3.5 GPA

Key Skills and Characteristics

- ❖ Content creation using Canva, CapCut, Adobe Premiere Pro, and Photoshop
- ❖ Google Workspace tools (Docs, Sheets, Slides)
- ❖ Community Focused
- ❖ Curriculum Development

References

- ❖ Steffanie Potter (Executive Director of Sanctuary of Unborn Life) info@sancutaryofunbornlife.org
- ❖ Nate Nicholas (Mentor) 843-934-7547