

Amanda O'Connell
(she/her)

www.amandaoconnell.com | amaoconnell@gmail.com

experience

Richmond Wholesale Deals | We Buy VA

Richmond, Virginia
Operations Manager | Transaction Coordinator |
Social Media Manager
May 2023-present

- Managed the closing process for various real estate transactions by coordinating with sellers, buyers, agents and settlement companies.
- Collected and cataloged necessary documents, resolved title issues, scheduled signings and maintained clear communication with all parties involved.
- Provided internal weekly, bi-weekly, and monthly status reports and maintained records to track deal progress and team performance.
- Monitored utilities, insurance policies, and loan expirations, and developed a budget tracking system to help manage operating expenses.
- Designed and distributed regional marketing materials to attract and engage new clients.

Custom View Windows, Doors & Lighting
Richmond, Virginia
Marketing Administrator | Purchasing Agent |
Designer & Client Support
December 2020-May 2023

- Acted as a purchasing agent, responsible for supporting interior designers and homeowners in sourcing products such as interior and exterior lighting and home decor.
- Interacted with suppliers, negotiated contract terms, evaluated pricing and availability, ordered products, and tracked orders to ensure timely delivery.
- Maintained a consistent online presence on multiple social media platforms and expanded the existing company brand to include new business ventures.

education

Virginia Commonwealth University
School of the Arts
Department of Graphic Design
Richmond, Virginia
Bachelor of Fine Arts in Graphic Design
May 2020
GPA: 3.9/4.0 | Honors: Deans List (8x)

commissions

Website: Holy Roller
June 2025
Designed website for Southern Rock Band,
Holy Roller

Logo & Menu Design: Mal Ocote
August 2024 – March 2025
Designed material for Argentinian
Street Food Pop Up, Mal Ocote

Portfolio Website: Christa Richards
February 2024
Designed website for local photographer,
Christa Richards

Website: LiteTek Entertainment
June 2023 – May 2025
Designed website for Lighting Rental Company,
LiteTek Entertainment

Merchandise: Dumb Blonde
April 2019 – June 2020
Designed and screen-printed custom shirts,
totes, and posters for clients.

awards + exhibitions

LA Art Book Fair
Printed Matter
Los Angeles, California
April 2019

New York Art Book Fair
Printed Matter
New York, New York
September 2018

San Gallo Campus Exhibition
Florence, Italy
June 2018

skills + interests

Technical & Design Tools
— Adobe Creative Cloud
— HTML/CSS

Interior Sourcing & Operations
— FF&E Procurement
— Vendor Negotiation
— Product Sourcing
— Project Coordination

Business & Admin
— Microsoft Office Suite
— QuickBooks, Asana, DocuSign
— Social Media Management