

# Haley E. Davis

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## OBJECTIVE

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On air talent interested in internships that will allow further development of my skill set in the realm of on camera and behind the scenes work at radio stations and television networks.

## EDUCATION

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**Drake University** – Des Moines, IA

Expected Graduation: **May 2018**

Pursuing a Bachelor of Arts in Journalism and Mass Communication

## PROFESSIONAL EXPERIENCE

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**Drake Broadcast System** – Des Moines, IA

*Radio DJ & Board Operator*

**August 2015 - Present**

- Produce and host weekly programs for KDRA-LP Des Moines.
- Update community on events taking place in the area.
- Research and deliver weather forecast.
- Patch announcers through to station during athletic events.
- Operate an audio control board.

**Drake University Office of Residence Life** – Des Moines, IA

*Resident Assistant*

**April 2015 - Present**

- Assist residents in developing academic, leadership, and interpersonal skills.
- Collaborate with a seven-person team to create an inclusive community in the residence halls.
- Participate in an on-call rotation, providing emergency response for over 200 residents.
- Plan and host timely and educational programs.
- Complete weekly administrative duties.

**Drake University Office of Admissions** – Des Moines, IA

*Office Assistant*

**September 2014 - Present**

- Serve as troubleshooter for Drake University Admissions office.
- Collaborate with Drake Admissions staff to direct calls to departments.
- Assist with other administrative tasks with Drake Admissions staff.

**Einstein Noah Restaurant Group** – Glenview, IL

*Shift Lead*

**February 2012 – August 2015**

- Prepared daily deposits, end of the day reports, and managed a high volume of income.
- Served as the team leader of seven employees during shifts.
- Provided friendly, efficient, and prompt customer service.

## STUDENT INVOLVEMENT AND AWARDS

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*Dean's List*, School of Journalism and Mass Communication

**December 2015**

*General Member*, Crew Scholars

**August 2014 – Present**

*General Member*, Coalition of Black Students

**August 2015 – Present**

*Hall Communications Coordinator*, Crawford Hall

**August 2014 – April 2015**