

# Pam Davis



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pamcdavis1

## EDUCATION

### GOOGLE CERTIFICATION

ADWORDS, ANALYTICS,  
DIGITAL SALES  
2017

### ACADEMY OF ART UNIVERSITY ONLINE

ASSOCIATE OF ARTS  
WEB DESIGN: NEW MEDIA  
GPA 3.92  
2009–2014

## SKILLS

WEB/GRAPHIC DESIGN

UX DESIGN

SOCIAL MEDIA

NEWSLETTER PRODUCTION

PHOTOGRAPHY

HTML5/CSS3

WORDPRESS

DOCUSIGN

ADOBE CREATIVE SUITE

PHOTOSHOP

ILLUSTRATOR

INDESIGN

MICROSOFT OFFICE SUITE

PUBLISHER

WORD

EXCEL

## EXPERIENCE

### DILLARD'S INC

Sales Associate

OCT 2017–PRESENT

- Assist clients in women's traditional clothing department

### FROST, PLLC

Receptionist / Administrative Assistant

DEC 2014–OCT 2017

- Answered multi-line phone system and assisted clients upon arrival
- Managed LinkedIn, Facebook, and Twitter social media accounts
- Created Thomson Reuters eNewsletters
- Created internal newsletters using Publisher
- Managed weekly blog posts from Thomson Reuters content
- Assisted with the concept and design of the careers site
- Assisted the HR Director with recruiting, DocuSign, and evaluations
- Trained new employees on company policies and procedures
- Planned birthday cake orders, recruiting events, office holiday parties

### ROBERT HALF OFFICETEAM

Temporary Agent

JUL 2014–DEC 2014

- Receptionist at a CPA Firm in Little Rock
- Receptionist at a Title Company in Little Rock

### UAMS

Seasonal Retail Clerk

AUG–SEP 2011

- Greeted customers upon entry to the store
- Answered bookstore phone and customer inquiries
- Created, maintained, and audited Microsoft Excel spreadsheets
- Audited receipts for customer overcharge reimbursements

## VOLUNTEERISM

### MAKE-A-WISH MID-SOUTH

VP of Communications for the LR Young Professionals / Volunteer

2013–PRESENT

- Manage official communications for public relations and events
- Young Professionals t-shirt design artist
- Lip Sync Battle 2017 - Committee Member / Volunteer

### CYSTIC FIBROSIS FOUNDATION

Volunteer

2014–PRESENT

- Taste of the Finest & Breath of Life Gala
- Entered sponsor data into spreadsheet
- Event set up/clean up, server, and silent auction attendant

### AMERICAN CANCER SOCIETY

Survivor Soiree 2015 - Committee Member

2014–2015

- Created Tickets and Live Auction Paddles for the event
- Donated pottery work to the silent auction
- Raised awareness by requesting local businesses to donate silent auction items

*References and PDF Portfolio available upon request*