

Pam Davis



www.artsypam.com



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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

- Assisted clients in women's 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 inquires
- Created, maintained, and audited Microsoft Excel spreadsheets
- Audited receipts for customer overcharge reimbursements

VOLUNTEERISM

MAKE-A-WISH MID-SOUTH

Young Professionals Member

2013–PRESENT

- 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