

Taylr Marie Davis

430 S Grand Blvd Gary, IN 46403

Phone: (219)-290-9954 E-Mail: tdavis01@saintmarys.edu

Objective

Seeking the opportunity to obtain a greater knowledge of the different aspects of the Communications industry.

Experience

Communications Intern

June 2014-August 2014

City of Gary

- Sat in at the front desk of City Hall and answered needed questions
- Answered phone calls and guided residents of Gary when need be
- Sat in press conferences and went to city events with Mayor and Communications Director
- Sat on the planning committee for different city events.

Professional Clothier

May 2014 – July 2014

Dardis Academy

- Reached out to male individuals about men's corporate apparel
- Gained a substantial amount of network connections.

Assistant Sales Associate

Image Makers Photography

December 2013

- Distributed Flyers
- Spoke to customers seeking family photographer
- Sold photography packages to individuals

Front Desk Worker

Saint Mary's College

August 2013 - May 2014

- Sat at the front desk of the Dormitories
- Answered questions that parents or students may have had.
- Attended to concerns that may have happened in the hall.
- Filed and distributed mail that came to the hall.

Student Worker

Saint Mary's College

January 2013-May 2013

- Student Worker in Humanistic Studies Department.
- Made copies and ran errands for professors.
- Sat at the front desk in the department and helped students with questions needed.

Student Ambassador

Saint Mary's College

September 2012-September 2013

- Gave Tours to prospective students.
- Helped work during important events for prospective students such as Meet Me at the Avenue and Spring Day on Campus.

Education

Saint Mary's College

August 2012-Present

- Current sophomore studying Communications with a Public Relations minor
- Member of the Italian club
- Member of Sisters of Nefertiti (Black student organization)
- Member of NAACP
 - Apart of tutoring committee
 - Apart of the event planning committee

Bishop Noll Institute

August 2008-June 2012

- Obtained Academic Honors diploma.
- Graduated top 25 of the Senior Class.
- Accumulated a 3.2 grade point average.
- Participated in a number of sports and clubs
 - Captain of the Bishop Noll Dance Team
 - Student Ambassador
 - Participated on the softball team
 - Active member in Campus Ministries

Skills

- Proficient in Microsoft Office.

- Excellent leadership and communication skills
- Flexible, reliable, and dependable worker.
- Good with multi-tasking and ability to take necessary actions tasks when needed.

References

- Ashley Hall (Hall Director)
 - Email
 - ahall1@saintmarys.edu
- Wanda Dudley (Admissions Counselor and Student Ambassador advisor)
 - Email
 - wdudley@saintmarys.edu
 - Telephone
 - (574) 315-405
- Rodney Wright (Owner of Image Makers Photography)
 - Website
 - www.imphoto.net
 - Telephone
 - (312) 925-3686
- Diane Fox (Director of Student Success Program and First-Year advisor)
 - Email
 - dfox@saintmarys.edu
 - Telephone
 - (574) 220-0123