

SAMANTHA DAVIS

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OBJECTIVE

Astute and resourceful editor and writer with 6 years of experience seeking opportunities to utilize talent for creating and refining highly effective content. A dedicated professional with proven organization skills and attention to detail, great versatility, and a commitment to excellence and achieving company goals.

SKILL SUMMARY

- Proficient in Adobe InDesign, MS Office, SPSS, and Panorama
 - Highly organized and detail-oriented
 - Experienced in increasing workplace efficiency by implementation of new organizational structures
 - Skilled in meeting multiple aggressive deadlines in a fast-paced environment
 - Experienced in client relationship management including ongoing sales
 - Adept at social media marketing and building a client base on Facebook and Instagram
 - Proficient in *Publication Manual of the American Psychological Association*, *Modern Language Association Stylebook*, and the *Associated Press Stylebook*
 - Experienced in editing, proofreading, and formatting diverse content including health and fitness articles, advertisements, local events, religious publications, gardening reviews, HOA notifications, financial columns, general purpose forms, business cards, fashion, fiction and poetry
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PROFESSIONAL EXPERIENCE

Copy Editor

Champions Printing & Publishing, Inc. – Houston, Texas

June 2014-Present

- Manage both copy editor and lead editor roles simultaneously during Lead Editor leave of absence
- Coordinate with graphic design team to plate newsletters for prepress
- Place ads and copy, complete layout of newsletters in Adobe InDesign and Photoshop

Research Assistant

Offices of Drs. Santana and Camaj – Houston, Texas

September 2015 – January 2016

February – March 2015

- Provided research support regarding the 2012 presidential election media coverage and its effect on public opinion
- Provided data analysis of agenda-setting by multiple media sources through extensive medium comparison

Supplemental Instruction Leader

University of Texas at San Antonio – San Antonio, Texas

January 2010 – May 2012

- Increased academic success for undergraduate students by leading weekly study sessions
 - Created and implemented lesson plans to encourage self-motivated learning and study skills
 - Skilled in managing large groups of people
 - Adept at assisting diverse groups of students including the deaf and disabled
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JOURNALISM

Staff Reporter	<i>The Daily Cougar</i>	May to Dec 2014
Feature Writer	The Borgen Project	Aug 2013 to July 2014
Contributing Reporter	<i>The Houstonian</i>	Apr to Dec 2013
Intern Reporter	Houston Community Newspapers, <i>The Sun</i>	May to Aug 2010

- Extensive writing and editing experience in local, national, and global-scale journalism
- Versatile writing and editing skills spanning diverse topics such as politics, poverty, terrorism, conservation, entertainment, disability, local events, business profiles, memorials, and more
- Experienced in interviews, web publishing via WordPress, photography, and *AP Stylebook*
- Collaborated with editors to achieve goals of accuracy, consistency, and style
- Experienced in marketing nonprofit fundraising efforts to end global poverty
- Built and maintained relationships with Texas Congressmen regarding poverty legislation
- Adept at overcoming challenges in the newsroom, especially in communication with sources

EDUCATION

Master of Arts in Mass Communication

University of Houston – Houston, Texas
December 2016

Bachelor of Arts in English

Sam Houston State University – Huntsville, Texas
December 2013

- Member of Sigma Tau Delta English Honor Society

University of Texas at San Antonio – San Antonio, Texas
August 2009 – May 2012

- Provided health communication and education to students through Be a Responsible Roadrunner