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<https://kaylajdavis.wixsite.com/website>

Kayla J. Davis

Summary:

Driven graduate studies scholar in Digital and Lifespan Communication. Skilled public speaker and interpersonal communicator. Highly goal-oriented, eager to learn, dependable, and responsible. Excellent oral and written communication skills.

Education

Old Dominion University	<i>Norfolk, VA</i>
Master of Arts, Digital Communication	May 2021 (expected)
Bachelor of Science, Communication (Emphasis Public Relations)	Dec. 2019
Bachelor of Science, Psychology	

Honors and Awards

University Honors College Student (Aug. 2017 – Present); PRSSA member (Fall 2018 – Present); PSI CHI member (Fall 2018 – Present); Dean’s List (Fall 2016 – Present)

Experience

<u><i>Meridian Group</i></u>	<i>Virginia Beach, Va.</i>
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Internship	Summer 2019
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Assist the public relations team in communication with clients and finishing projects; Form advertising pitches and market to interested journalists; Research current and prospective clients; Prepare activations and quantify daily records

<u><i>Old Dominion University</i></u>	<i>Norfolk, Va.</i>
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Electronic Portfolio Specialist and Manager	Fall 2018 - Present
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- Assist faculty and students with website creation and design; Lecture at workshops and speak on panels to educate faculty about online presence; Present information to campus classes about the curation process of ePortfolios; Promote the marketing of Old Dominion University student services through efforts such as street teams, event tables, and social media contests; Collaborate with other offices to help students strengthen their public speaking and organizational skills; Troubleshoot and solve technical difficulties in various university environments

Undergraduate Researcher	Spring 2018 – Jan. 2019
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Conduct ecological momentary assessments of young adult binge drinking behavior; Manage literature searches for crucial information regarding ongoing developments; Direct participant surveys and orientation of on-campus studies; Collect and safely store sensitive participant data; Input and quantify data in Excel and SPSS Statistics; Draft poster presentations and conference abstracts

<u><i>Quality Music and Dance</i></u>	<i>Chesapeake Va.</i>
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Instructor/Office Assistant	Fall 2016 – Summer 2018
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- Teach fundamental ballet, jazz, and music theory to children ages two through six.
- Organize financial records according to day, month, and year to achieve proper return for the business
- Cashier

Virginia Beach City Public Schools

Virginia Beach, Va.

Va. Educator's Organizational Assistant

Summer 2006 - Present

- Provide group counselling to incoming freshmen so that they may properly engage with Princess Anne High School and develop a greater sense of expectations and school spirit
- Aid in the transition between school years through organizing classrooms and student reports

Mount Lebanon Baptist Church

Chesapeake, Va.

Sunday School Youth Educator

Summer 2015 - Present

- Deconstruct complex information and explain in a basic, concise manner
- Supervise classrooms and teach lessons to 40+ students simultaneously
- Establish duties for other volunteers during classroom procedures

Technology Literacy

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- Extensive knowledge of Wix and WordPress website builders
 - Expertise in locating and analyzing scholarly journal articles via Google Scholar, APA PsychNET, and Old Dominion University Libraries
 - Microsoft Office 2016 and earlier: Word, PowerPoint, Excel, Outlook, Publisher, and OneNote
 - Google services Proficient: Google Drive, Docs, Slides, Sheets, Calendar, Gmail, and Google search engine
 - WISE Certified (Virginia financial and business literacy examination)

References – Available upon request