

TAMARA LYNN DAVIES

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OBJECTIVE: To obtain a position in Graphic Design.

SUMMARY OF QUALIFICATIONS:

- ~ Over 5 years of media and advertising experience
- ~ Degree in Graphic Design and Animation
- ~ Design Portfolio available at www.tamidavies.com
- ~ Proficient in QuarkXpress, Photoshop, Illustrator, Dreamweaver, and Flash

PROFESSIONAL EXPERIENCE:

CREATIVITY

- ~ Created invitations for The Media Team annual party for the last two years.
- ~ Composed and edited the employee newsletter for over 7 companies.
- ~ Designed and created select print insertions and billboards for our clients.
- ~ Plan and present multi-media campaigns to fit within client budgets.

COMMUNICATION AND ORGANIZATION

- ~ Negotiate local and national TV, Cable and Radio campaigns for legal and medical clients using Nielsen and Arbitron rating systems and Strata Media Buying software.
- ~ Research markets to help determine budget allocations for media plans.
- ~ Maintain strong relationships with local and national reps on a daily basis.

EMPLOYMENT HISTORY:

The following positions were held at Network Affiliates, Inc. in Lakewood, CO:

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|-----------------------|----------------|
| ~ Media Buyer | 7/03 – Present |
| ~ Print/Outdoor Buyer | 8/01 – 7/03 |
| ~ Media Assistant | 8/99 – 8/01 |

EDUCATION HISTORY:

Red Rocks Community College, Golden, CO
Associates Degree in Graphic Design and Animation
Graduated December 2005, Overall GPA: 3.9/4.0

Colorado State University, Fort Collins, CO
Bachelor of Science in Business Administration, Major in Business Marketing
Graduated May 1999, Overall GPA: 3.4/4.0

References Available Upon Request