

Emily Davies

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Experience

Owner and member of band, Renshaw Davies; New Orleans, LA – 2012-present

- Designed band website via Wix, but currently building new site using html, CSS, and JavaScript
- Communicated with venue owners to book and promote a three month tour throughout US and Canada
- Ran sound systems for our own shows when necessary

Office Assistant, mumms Software; New Orleans, LA – 2019-2020

- Frontline for communications to the office, connecting clients to the appropriate department or team member
- Followed up via email with clients who reported software issues to ensure their needs were met, tracked responses in Excel, and communicated these responses to the support team
- Compiled data via Google on hospices throughout Florida for our sales team and recorded my findings in Excel

Audiovisual Technician, New Orleans Convention Center; New Orleans, LA – 2012-2019

- Assembled audio and visual equipment and stayed on site through run of shows to ensure clients were happy, and, if necessary, calmly and quickly troubleshoot
- Operated sound boards for meetings with up to 30 microphones
- Took inventory of every storage room, eighteen in total, using Excel, and used data to advise managers what to purchase

Studio Coordinator, Bear America Records; New Orleans, LA – 2015

- Scheduled clients via email and Google Calendars for recording studio time
- Researched budget-friendly time management tools to help the team be most effective, coordinated implementation of Basecamp and Trello
- Sent invoices to clients and kept billing records using Quickbooks and PayPal

Education

Currently enrolled at CareerFoundry for Web Development certification, expected graduation December 2021

Goucher College; Towson, MD – BA Music, 2011

University of Ghana; Accra, Ghana – semester, Music, 2010