

# Devin Davis

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## experience

### Heartland CPR - Marketing Director

January 2011 - Present

- Oversaw name change and rebranding as well as logo redesign
- Designed new, more user-friendly website through Adobe Dreamweaver software
- Coordinate & implement various strategies for marketing and promotions
- Participate & oversee daily operations of business & coordinate company events
- Developed & distributed creative messages across all advertising mediums
- Train & supply technical support for iProducts within the company to assure a cohesive structure

### Midland Mortgage - Customer Service Representative

November 2012 - Present

- Explain billing information, order processing and other mortgage related services
- Proactively deescalate and communicate information on how best to service mortgages
- Adequately respond to mortgager's questions, comments and concerns regarding their loan(s)
- Deescalate mortgager's concerns by explaining company policies and procedures
- Maintaining up to date case notes in customer database
- Listened to customer's requirements and recommended solution based upon specific needs

### PURE Spa & Salon - Marketing Director

March 2012 - October 2012

- Coordinate and implement various strategies for marketing and promotions
- Participate daily operations of business & coordinate company events
- Developed & distributed creative messages across all advertising mediums
- Provide development and maintenance to all databases
- Managed corporate re-imaging and re-branding including logo re-design
- Expand & preserve relationships through face-to-face telecommunications & web-based connections
- General bookkeeping
- Maintaining the customer database & files along with coordinating multiple schedules

### Eden Salon & Spa - Spa Coordinator

August 2010 - March 2012

- Participate in daily operations of business and coordinate company events
- Developed and distributed creative messages across all advertising mediums
- Provide development and maintenance to all databases
- Developed and promoted annual fashion show
- Expand & preserve client relationships through face-to-face & web-based telecommunications
- Maintaining the customer database and files along with coordinating multiple schedules
- Crises stabilization on a daily basis

## education

### THE UNIVERSITY OF CENTRAL OKLAHOMA

Bachelor of Arts in **Public Relations**, with a minor in **Creative Studies**

## other achievements

- Shadowed radio personality, Scarlett McClure
- Volunteer Promotions Assistant for Victory Records artists, Destroyer. Which entailed traveling with the band on tour and endorsing merchandise and ticket sales.
- Wrote, shot, and directed an interview with Ville Valo (of the band HIM.)
- Member of National Technical Honor Society

## additional skills

### Personal:

Excellent oral and written communication skills. Dependable, honest, hard working with an exceptional code of ethics. Ability to multi-task efficiently within a fast-paced environment.

Work well in team setting as well as alone. Great desire to learn new/better methods of servicing clients and management/company. Talent for problem solving and crisis communication. Ability to learn quickly, as well as teach others.

### Computer:

Considerably skilled in Windows, Microsoft Office (including Excel, Word & PowerPoint), as well as Adobe programs (such as Photoshop, InDesign and Dreamweaver). Outstanding overall computer skills in both Apple and PC formats.