KARLEY J. HARDIN

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**Education** Bachelor of Science Speech Communication, Business Minor, August 2014

Tarleton State University, Stephenville, TX

Member of the Texas A&M System

**Skills**  **Journalism**

Published writer for Texan News Service

Judge for West Texas Press Association: The better newspaper contest

Distributive reporting projects

Open records and crime statistics experience

Beat reporter for Student Success and Multicultural Initiatives

Experience in Live Blogging system to cover event in real time

**Editing**

Skills in Adobe InDesign and Photoshop

Editor for Texannews.net

**Radio**

Disc Jockey for 100.7 The Planet

Trained in Audio Control radio switchboards

Live on-air interviews

Editing with Audacity

Trained in emergency alert system

**Other Skills:** American Sign Language, Customer Service, Managing Employee Schedules

**Work Experience Leasing/Marketing Manager**, Asset Campus Housing; Mustang Ranch Apartments, Stephenville, TX; July 2014-Current

**Student Worker,** Tarleton State University Barry B. Thompson Student

CenterInformation Desk, Stephenville, TX; August 2011-July 2014

**Campus Representative,** Fine Featherheads; September 2011- Present

**Campus Representative,** TheBERRY.com; October 2012- Present

**Computer Skills** Prezi Windows Media Adobe Reader

Adobe Photoshop Adobe InDesign Microsoft Word

Microsoft Office Microsoft Excel Microsoft PowerPoint

Microsoft Access Microsoft Outlook Audacity

AP Style Social Media SoundCloud

**Activities** Tarleton State University

**Volunteer Recruiter,** TexanRep, 2010-2011

**Member,** Delta Zeta Sorority, 2010-2012

**Member,** School Wide Activities Team, 2012

**Disc Jockey,** 100.7 The Planet, 2012

**Tarleton Round-Up,** Committee Member for Community, 2014