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