

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 Center Information 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
