

# NICOLE DAVIS

<https://nsd22b.wixsite.com/nicole-s-portfolio>

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## EXPERIENCE

### MUSEUM OF EVERYDAY WRITING INTERNSHIP

Archival Work | Tallahassee, FL

FALL 2023

- Trained in Dublin Core Metadata curation for digital artifacts on Omeka.
  - Curated a digital exhibit on Communication in Everyday writing that included 8 artifacts.
  - Consulted with White Mouse Theatre Productions to create a digital exhibit of their writing with 11 artifacts.
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### WHITE MOUSE THEATRE PRODUCTIONS

Marketing Board | Tallahassee, FL

2022-2024

- Create social media posts using Canva to promote upcoming events.
  - Tabling at events to promote the organization in-person.
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## EDUCATION

### BACHELOR OF ARTS IN EDITING, WRITING, AND MEDIA. MINOR IN DATA ANALYTICS.

Florida State University

May 2024

- Relevant Coursework: Advanced Editing and Writing, Issues in Publishing, Database Concepts
  - GPA 3.9
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## SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
  - Professional Writing & Editing
  - Dublin Core Metadata
  - Canva
  - Meta Business Suite
  - SQL
  - Research
  - Fast learner
  - Problem-solving
  - Forward-thinker
  - Teamwork
  - Organized
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