ROBERT SPENCER DAVIS

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SUMMARY

Passionate, quick-learning, and detail-oriented individual who has experience leading groups and working in a team in retail, office, and live settings. Adept at working under pressure while maintaining a high level of excellence and attention to detail, without losing personability.

WORK EXPERIENCE

Multimedia Journalist
Aug. 2024- Jul. 2026

WICS ABC Newschannel 20/ WRSP FOX Illinois (Springfield, IL)

- Collaborate with team members to create, develop, and publish enterprise stories
- Maintain source confidentiality while researching off-the-record information
- Follow strict deadlines and complete well-researched stories in a very timely manner
- Operate in office setting by communicating with peers and managers in a clear and effective manner

Student Television/Radio Station Manager
Aug 2022 - May 2024

Eureka College (Eureka, IL)

- Responsible for creating and communicating staffing schedules for all radio and television productions
- Actively train, recruit, and develop skills for younger students
- Contact department heads, other institutions, and peers about the needs for live productions
- Research and perform effective live broadcasts, both on-camera and behind-the-scenes

Barista/Baker
Jul 2021 - Aug 2022

Guesthouse Coffee and Pastries (Lincoln, IL)

- Provide caring and attentive customer service while ensuring timely delivery of items
- Ensure shop, kitchen, and behind-bar remains clean and compliant with health codes
- Collaborate with peers in the kitchen and behind-bar to create new products and methods of service
- Responsible for helping train new hires, while maintaing high level of service during shifts

EDUCATION

Bachelor of Arts in Radio & Television
Aug 2022 - May 2024

Eureka College, Eureka, IL

- GPA: 3.93, Relevant Courses: Small Group Discussion, Media Relations, Communication Ethics + Law

SKILLS

Languages	English
Software Knowledge	Microsoft Office, Adobe Suite, AVID
Other Skills	Researching, Writing, Time management, Typing: 70 WPM

REFERENCE SHEET AVAILABLE UPON REQUEST