# Ashley R. Todd

## Objective

To advance in the news industry by continuing to succeed with editing, and communication

## Experience

| November 2005 to May 2010   | Quality Data Services                                 | Memphis, TN               |
|---|---|---------------------------|
| Mail Sorter   |   |                           |
| <ul> <li>Produced letters for mail</li> <li>Dispensed mail to fellow</li> <li>Sorted incoming mail</li> <li>Handled donation funds</li> <li>Assisted new hires with</li> <li>Delivered phone messag</li> <li>Maintained constant communication</li> </ul> | w employees<br>s<br>a training                        | ily sorting tasks         |
| Fall Semester 2011  | University of Memphis                                 | Memphis, TN               |
| Reporter, Producer, Anch  | or  |                           |
| • • •   | g for video narrations<br>deo<br>g and editing skills | orting and writing skills |
| January 2011 to May<br>2012<br>Intern<br>• Assist fellow reporters w<br>• Accomplished interviews   |   | Memphis, TN               |
| Enhanced video logging and editing skills   |   |                           |
| Assist fellow editors with video for story  |   |                           |

- Assist fellow editors with video for story
- Assist with writing scripts for on air stories

# Ashley R. Todd

#### **Flexible Sales Associate**

- Received STAR Selling Recognition during Period 9
- Provide quality customer service while obtaining daily sales goal
- Assist in all sales areas when needed in a timely manner

## Education

University of Memphis

#### Bachelor's of Fine Art Degree

• Member of University of Memphis Honors

Overton High School

### **High School Diploma**

- Graduated with Mu Alpha Theta Honors
- Distinguished Honor Roll Student

### References

Cathy Pendergrass Manager of Quality Data ServicesContact901.683.0609Dr. Lurene KelleyUniversity of Memphis Journalism Professor and Advisor Contact 901.246.3368

Memphis, TN