

Andrea L. Davis

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Profile

I am a dedicated individual seeking freelance writing projects to utilize the experience and skills I have developed in the communications field. I enjoy being challenged and continually developing as a professional. My goal is to give my best effort in each and every situation and to make a significant contribution.

Experience

May 2002 – October 2008 Michigan Pharmacists Association Lansing, MI
Director of Communications

- Performed as managing editor of *Michigan Pharmacist* magazine and *MSHP Monitor* newsletter
- Served as main proofreader for organization
- Managed the production and serve as editor of pharmacy technician textbooks
- Coordinated yearly public affairs activities for Michigan Pharmacy Week and Poison Prevention Week
- Functioned as media relations contact, including fielding interview requests and questions and writing press releases
- Managed maintenance of the association's Web site
- Took photographs for publications
- Developed and managed the Communications Department budget
- Supervised communications assistant
- Coordinated complete image redesign project, including working in conjunction with vendors to create new logo and branding and new Web site

July 2001 – May 2002 Michigan Pharmacists Association Lansing, MI
Assistant Director of Communications

- Co-edited *Michigan Pharmacist*, the association magazine
- Performed as managing editor of *MSHP Monitor*, *Pharmacy Focus* and *MPA's Doses* newsletters
- Coordinated yearly public affairs activities for National Pharmacy Week and Poison Prevention Week
- Managed the association's Web site
- Took photographs for publications
- Supervised communications intern

September 2000 – July 2001 Michigan Pharmacists Association Lansing, MI
Communications Manager

- Wrote articles for association publications
- Served as managing editor for *MSHP Monitor* newsletter
- Completed Web site maintenance as assigned
- Wrote press releases

May 2000 – August 2000 Michigan State Medical Society East Lansing, MI

Communications Specialist

- Wrote articles for *Michigan Medicine* magazine
- Developed copy for various communications vehicles
- Covered news events for organization publications

Education

1993 –1995 Western Michigan University Kalamazoo, MI

- Bachelor of Arts degree in English
- French minor
- GPA 3.4 of 4.0

Skills

- Excellent written and verbal communication skills
- Proficient in Microsoft Excel, Word, Publisher and PowerPoint
- Experienced with Macromedia Dreamweaver
- Some experience in Adobe Photoshop