
DAISY BRIGGS

320 11th Avenue South,
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Nashville, TN 37203
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401-323-5284

Experience

Writing Intern, Carnival Music Publishing; Nashville, TN — June-August 2016

I assisted in cataloging lyrics, answering phones, and running errands. A lot of my work involved listening to songs and transcribing the lyrics into Microsoft Word documents.

Office Assistant, 35Sound; Nashville, TN — September 2014-January 2015

I assisted around the office with organizing materials, and I helped build a cloud-based archive of music by adding CDs to their library. I helped gather songs for their current projects, specifically a series for PBS, and the application TunesMap.

Education

Belmont University, Nashville, TN

English Major, Music Business Minor

GPA: 3.6 out of 4.0

Expected date of degree: May 2019

Strengths

I am very detail-oriented, organized, and am skilled in social media and graphic design. As an English major, my strengths include writing and communication.

Computer Skills

I possess working skills in Google Docs, Apple Garage Band, Numbers, iMovie, Pages, and Keynote, as well as Microsoft Office, Excel, Powerpoint, Adobe Photoshop, and InDesign.

References

Carter Little, 35Sound; Nashville, TN - 615-546-7891

Emily McMannis, Carnival Music Publishing; Nashville, TN - 615-330-1135

Other Work

- Self-published monthly magazine with original layouts and content
 - Active member and volunteer with BMI, NSAI, and Belmont University Songwriters' Association
 - Weekly radio show on high school radio station
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