



# Daisy Briggs



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401-323-5284



www.daisybriggs.com



320 11th Ave S  
Apartment 234  
Nashville, TN 37203

## References

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

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

"If at first you don't  
succeed, try, try  
again."  
- Unknown

## Education

Belmont University, Nashville, TN

English Major, Music Business Minor

GPA: 3.6 out of 4.0

Expected date of degree: May 2019

## Work 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.

## 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.

## 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

## Strengths

Writing

Organization

Communication

Photography

Graphic Design

GREAT  
DECENT