



Hailey Franks

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EDUCATION

Bachelor of Arts | Digital Communications And Multimedia *EXPECTED IN 12/2025*
University of North Carolina At Charlotte, Charlotte, NC
Additional Minor in Journalism

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with experience at Queens University of Charlotte, Sports Communications Program, adept in content writing and video editing. Proven ability to streamline operations and enhance project quality through effective time management and team collaboration. Skilled in researching and producing engaging media that captivates audiences.

SKILLS

- Adaptable schedule management
- Experience researching and editing news, and sports, articles
- Video editing experience
- Team collaboration
- Photoshop skills
- Content writing and development
- Script and audio production
- Podcast production skills
- Effective time management
- Interviewing skills

WORK HISTORY

INTERN *08/2025 to 12/2025*

Queens University of Charlotte | Charlotte, NC

- Assisted in researching and covering post-game stories and write-ups.
- Conducted research, pitched ideas, and formatted feature stories for the athletic communications department.
- Utilized photo editing software to create social media posts during and after sporting events.
- Gained hands-on experience in various software programs, increasing proficiency and expanding technical skill set.
- Supported staff members in their daily tasks, reducing workload burden and allowing for increased focus on higher-priority assignments.

INTERN

08/2024 to 04/2025

The Rush Hour Morning Show | Belmont, NC

- Streamlined daily operations for staff, reducing workload and enabling

focus on priority tasks.

- Acquired industry-specific knowledge, applying concepts to relevant work scenarios.
- Edited and produced video and audio content to enhance project quality.

TEACHER

08/2021 to 09/2022

First United Methodist Child Development Center | Belmont, NC

- Conducted educational activities to promote cognitive, social, and emotional development.
- Assisted lead teachers in developing engaging lesson plans and classroom activities.
- Created media and digital content to enhance learning experiences.
- Maintained a clean, organized, and safe environment for students.