

Emily Davis (Heinlen)
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EDUCATION

- May, 2007 School of Library and Information Science, Indiana University
Bloomington
Degree: Master of Library Science (MLS)
- May, 2005 Ball State University
BA Degrees: Telecommunications, History, Political Science
Honors: Honors College Endorsement

WORK EXPERIENCE

- 2011-Present Development Analyst, IU Foundation, Bloomington, IN
- 2008 – 2011 Research Associate, IU Foundation, Bloomington, IN
- 2006 – Present Freelance Researcher
- 2005 – Present Freelance Editor
Experience in e-books, college research papers, dissertations, theses,
poetry, fiction and non-fiction books
- 2006 – 2008 Administrative Assistant, Center for Applied Economics and Policy
Research, Indiana University Bloomington
- 2005 – 2006 Secretary, Department of Economics, Indiana University Bloomington
- 2004 – 2005 Secretary, Department of History, Ball State University
- 2003 – 2005 Secretary, Department of Landscape Architecture, Ball State University
- 2003 – 2005 Weekend Anchor/News Reporter, Indiana Public Radio
- 2002 Interim News Director, WMSH Oldies Radio 99.3, Sturgis, MI
- 2000 – 2002 Director of Public Service Announcements, WTHD Thunder Country
Radio, LaGrange, IN and WMSH Oldies Radio 99.3, Sturgis, MI

EDUCATIONAL/VOLUNTEER WORK EXPERIENCE

- 2011 Federation of Genealogical Societies Outreach Committee|
- 2005 – 2009 Monroe County Historical Society Genealogy Library
- 2005 – 2009 Bloomington Restorations Inc.'s Hinkle-Garton Farmstead

PUBLICATIONS

- 2010 *Phil Harris Haiku*. Retrieved from
<http://dsc.discovery.com/fansites/deadliestcatch/phil-harris/haikus.html>
- 2007 (ed.). Monroe County, Indiana Family Heritage 2007. Bloomington, IN:
Monroe County History Society.
- 2007 “Genealogy and the Economics Drain on Ireland: Unintended
Consequences.” *FirstMonday*, 12(1).
- 2002 “Rumbling Stone.” Ball State Honors College Odyssey. Muncie, IN: Ball
State University Honors College.

AWARDS

- 2006 Volunteer of the Year, Monroe County Historical Society Genealogy
Library

OTHER PRACTICAL EXPERIENCE AND COMPETENCIES

- Present Proficiency in Microsoft Word, Microsoft Works, Microsoft Outlook,
Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, Microsoft
FrontPage, Adobe Acrobat, Adobe Photoshop, OPAC, Dialog, EBSCO
databases, ProQuest databases, CSA databases, WilsonWeb databases,
EndNote, Microsoft Equation 3.0, Final Draft

REFERENCES

Available Upon Request