

Alexis A. Smith

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CONTACT

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SKILLS SUMMARY

Writing: competent communicating to different audiences, using a range of written forms (articles, reports, flyers, pamphlets, memos, letters)

Design: capable of creating visually appealing, audience-appropriate documents; skilled at taking and editing photographs

Technical: proficient in Microsoft Office; comfortable with Dreamweaver, Photoshop, InDesign

Language: fluent in spoken and written Spanish

EDUCATION

Bachelor of Arts, English expected May 2014
Georgia State University, Atlanta, GA
Emphasis areas: journalism and communication
Study Abroad, Ecuador (Fall 2012)
Dean's List (Fall 2012, Fall 2013, Spring 2014)

EXPERIENCE

Sept. 2013-present

Copyeditor
The Signal, Atlanta, GA
Copyedit articles for spelling, grammar, and style
Fact-check articles
Prepare copy for Web publication in Dreamweaver

Oct. 2011-present

Writing Tutor
Georgia State University Writing Studio, Atlanta, GA
Work with undergraduate and graduate students on writing projects in all subject areas
Provide technical support for multimedia projects

OUTREACH AND ACTIVITIES

Aug. 2013-present

Publicity Director, English Department Student Organization

April 2013, 2014

Coordinator, Georgia State University Relay for Life Student Team

KEYWORDS

writing, design, journalism, communication, Spanish, Office, tutor, Dreamweaver, Photoshop, InDesign, copyeditor, Web, public relations