

Alexis A. Smith

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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

Copyeditor Sept. 2013-present
The Signal, Atlanta, GA

- copyedit articles for spelling, grammar, and style
- fact-check articles
- prepare copy for Web publication in Dreamweaver

Writing Tutor Oct. 2011-present
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

- Publicity Director, English Department Student Organization Aug. 2013-present
- Coordinator, Georgia State University Relay for Life Student Team April 2013, 2014

Limit résumé to one page, if possible, two pages at most.

Information organized into clear categories—Skills Summary, Education, Experience, etc.—and formatted for easy scanning.

Information presented in reverse chronological order.

Bulleted lists organize information.

Present-tense verbs (*provide*) used for current activities.