

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 Adobe Dreamweaver, Photoshop, and InDesign; comfortable with WordPress and Constant Contact
- Language: fluent in spoken and written Spanish

EDUCATION

Bachelor of Arts in English expected May 2012
Georgia State University, Atlanta, GA

- Emphasis areas: journalism and communication
- Study Abroad, Ecuador (Fall 2011)
- Dean's List (Fall 2010, Fall 2011, Spring 2012)

EXPERIENCE

Copyeditor Jan. 2012-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. 2009-present
Georgia State University Writing Studio, Atlanta, GA

- work with undergraduate and graduate student clients at different points in their writing process, on writing projects in all subject areas
- provide technical support for multimedia projects
- help with citation, documentation

OUTREACH AND ACTIVITIES

- Publicity Director, English Department Student Organization Aug. 2011-present
- Coordinator, Georgia State University Relay for Life Student Team April 2011, 2012
- Volunteer, Georgia State University Relay for Life Student Team April 2010