[alexa.schmidt32@gmail.com](mailto:alexa.schmidt32@gmail.com) Portfolio: [alexavictoria-editorial.xyz](http://alexavictoria-editorial.xyz/)

Alexa V Schmidt References: Kasey Wright, Ducks Village, 541-255-4679

Dr. Rachel Noorda, Ooligan Press/PSU, rnoorda@pdx.edu

# SKILLSA long, thin rectangle to divide sections of the document

* Excellent with **Microsoft Office Suite, Google Suite, Adobe Creative Suite, and WordPress**
* **HTML** and **XML** type coding
* Content and developmental editing
* Technical, editorial, and argumentative writing
* Copyediting and proofreading according to Chicago Manual of Style
* Creating premium and alluring content on **Canva** for use on platforms such as **Twitter, Instagram, Facebook, and Snapchat**
* Excellent at working in both remote/virtual and team environments

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# EXPERIENCE

## Ooligan Press, Portland, OR*— Intern/Staff Member*

March 2021 - PRESENT

* Created social media posts and blurb requests for *FROM KNOWLEDGE TO POWER*
* Proofread our titles *FROM KNOWLEDGE TO POWER* and *Court of Venom*
* Provided developmental edit for *Extreme Vetting: A thriller*
* Evaluates manuscript submissions based on readiness for edits and press mission statement

## Foureyes, Remote*— Senior Communication Analyst*

July 2021 - PRESENT, previous position: *Communication Analyst* starting March 2021

* Writing concise notes for our various accounts to ensure customer satisfaction from a variety of contact points including by phone, online chat, emails, and online forms
* Self motivated– Managing hours and schedule independently

## Ducks Village Apartments, Eugene, OR*— Assistant Property Manager*

August 2019 - September 2020, previous positions from July 2017 on: *Leasing Coordinator (2018-2019), Brand Ambassador (2017-2019)*

* Managed resident accounts from application to move out
* Planned and executed various giveaways and “Resident Appreciation” events

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# EDUCATION

## Portland State University, Portland, OR *— Master’s of Science in Book Publishing* March 2021 - Present

## University of Denver, Denver, CO *— Graduate Certificate in Book Publishing* Class of 2019

## University of Oregon, Eugene, OR *— Bachelor of Arts in English* Class of 2019 -Minored in Writing, Public Speaking, and Critical Reasoning

# ACHIEVEMENTS:

* Wrote a Publishing Distribution Practices report in collaboration with Independent Booksellers and Publishers of America and PubWest