

Alexa V Schmidt

References: Kasey Wright, Ducks Village, 541-255-4679

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

SKILLS

- Excellent with **Microsoft Office Suite, Google Suite, Adobe Creative Suite, WordPress**, and project management programs like **Trello**
- **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

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 (2017-2018)*

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

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