

Alexis Faire

Communications Professional

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SUMMARY

Drive, creativity, along with a Bachelors and Masters in Journalism have allowed me to gain different perspectives on storytelling. With experience in different forms of media, consumer interactions, and project management, my career has allowed me to enhance my skills in the communication field.

PROFESSIONAL EXPERIENCE

Media & UX Professional

Jul 2023 - May 2024

The Cognitive Aging Research and Education (CARE) Center at the University of Georgia

- Worked for ten months with a team to produce a website, educational video series, and the foundations of a communications plan for the CARE Center and rural Georgians affected by Alzheimer's disease and related dementias
- Communicated biweekly with clients (co-founders and members of the CARE Center) to ensure we created the best products
- Conducted user testing of products for accessibility, design, and usefulness

Maxwell Air Force Base Child Development Center

Feb 2020 - Present

Child & Youth Program Assistant

- Provides assistance and care for children of military families
- Communicates daily with management, front desk staff, and parents, while maintaining responsibility and accountability of children inside and outside of the classroom
- Completes daily paperwork and forms, creates and implements biweekly lesson plans, and participates in monthly training for on-the-job duties
- Demonstrates, instructs, leads and facilitates planned and spontaneous program activities
- Captured professional staff headshots

Sales Representative and Assistant Manager

Jan 2019 - Jul 2019

Shoe Station Inc.

- Managed a team of employees and delegated daily tasks for consumers
- Completed managerial duties such as paperwork, phone calls, employee training, and store front end
- Exercised financial responsibilities and supported the store manager by overseeing operations

Sales Representative and Assistant Manager

Apr 2018 - Jan 2019

Kinnucan's Specialty Outfitters

- Managed a team of employees and delegated daily tasks for consumers
- Promoted sales and provided positive customer interactions
- Maintained organization and cleanliness to meet the standards of the company

PROFESSIONAL EXPERIENCE CONT.

Freelance Reporter

Nov 2017 - Jan 2020

Civil Air Patrol News

- Gathered information of various topics related to the Civil Air Patrol
- Wrote and edited stories for digital and print publication, meeting deadlines
- Conducted interviews of different subjects across the country for the United States Air Force

Features Reporter

Aug 2016 - May 2017

Alice Magazine at The University of Alabama

- Featured on the cover of the magazine
- Wrote and edited stories for print publication, meeting deadlines
- Pitched story ideas to a team of editors

Digital Editor, Chief Copy Editor, Copy Editor

Feb 2015 - May 2017

The Crimson White at The University of Alabama

- Maintained the organization's website and updated web content daily through a content management system (Digital Editor)
- Read and edited all content for the organization's print publication and website, following University and brand guidelines (Chief Copy Editor and Copy Editor)
- Managed and worked with editors to produce quality content through web, print, design, social media, and photography (Digital Editor and Chief Copy Editor)
- Served as a member of the Editorial Board for two years (Digital Editor and Chief Copy Editor)
- Utilized Trello, Slack, and Gryphon applications for content management, strategy, and creation

EDUCATION

The University of Georgia - Athens, GA

Master of Arts in Journalism and Mass Communications - Emerging Media
May 2024

The University of Alabama - Tuscaloosa, AL

Bachelor of Arts in Communication and Information Sciences - Journalism
May 2017

SKILLS

Prototyping Tools	Interaction Design	Accessibility
User Research	Visual Design	Responsive Design
Adobe Creative Suite	Digital Publishing	Management
Copy Editing	Critical Thinking Skills	Adaptable
Web Development	Excellent Communication Skills	Exceptional Organizational Skills

ADDITIONAL INFORMATION

- Certifications: Figma for UX Design, Building an Online Portfolio, Storytelling for Designers, Publishing Certification - Sprout Social, How to Batch Create Content Using Canva, Content Creation: Strategy and Tools, Canva Essentials, Hootsuite Platform Certification, CPR Certified