

# Alexis Faire

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Prattville, Alabama

## EDUCATION

### The University of Georgia - Athens, GA

Master of Arts in Journalism and Mass Communications - Emerging Media

### The University of Alabama - Tuscaloosa, AL

Bachelor of Arts in Communication and Information Sciences - Journalism

## 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 digital products
- Conducted user testing of products for accessibility, design, and usefulness
- Utilized Google Workspace, Figma, Slack, Canva, WordPress, and Adobe Creative Suite applications for content management, strategy, and creation

### Child & Youth Program Assistant

Feb 2020 - Present

Maxwell Air Force Base Child Development Center

- Provides assistance and care for children of military families
- Communicates daily with management, staff, and military personnel, while maintaining responsibility and accountability of children inside and outside of the classroom
- Completes daily paperwork and forms, creates and implements biweekly educational plans, and participates in monthly training for on-the-job duties

### Sales Representative and Assistant Manager

Shoe Station Inc.

Jan 2019 - Jul 2019

- Managed a team of employees and delegated daily tasks
- 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

Kinnucan's Specialty Outfitters

Apr 2018 - Jan 2019

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

### 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

### 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 (Chief Copy Editor and Copy Editor)
- Managed and worked with editors to produce quality content (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

## SKILLS AND ABILITIES

Adobe Creative Suite

Digital Publishing

Management

Copy Editing

Critical Thinking Skills

Adaptable

Web Development

Excellent Communication Skills

Exceptional Organizational Skills