Alexandra Goodman

# Education

## AUG 2017 - MAY 2019

### University of Oklahoma, Norman, OK *- MA in Journalism*

Graduate assistant with Oklahoma Scholastic Media, an organization that serves middle and high school students working in their school's media productions. Inducted into Kappa Tau Alpha, national honors society for journalism and mass communications students.

## AUG 2013 - MAY 2017

### University of Oklahoma, Norman *- BA in Journalism, Professional Writing major*

Studied abroad in Arezzo, Italy, Fall 2016. Minors in German and Art History. Member of Phi Beta Kappa and graduated summa cum laude.

# Skills

AP Style writing and copyediting
Wordpress website management, SEO
Excellent written and oral communication skills
Microsoft Office suite
Social media account management (Facebook, Instagram, and Twitter)
Adobe InDesign and Illustrator, Canva
Very detail-oriented
Efficient in completing tasks

#

# Experience

## AUG 2017 - PRESENT

### Oklahoma Scholastic Media, Norman *- Graduate Assistant*

Responsible for daily office tasks, including account payable and receivable and corresponding with school advisers through email. Improve the WordPress website to be easier to use and more informative. Help director plan and run the biannual conference.

## JULY 2018

**Oklahoma Institute for Diversity in Journalism** *- Graduate Assistant*

Worked with director, staff, counselors and high school attendees of a week-long intensive journalism camp at OU. Managed living facilities for students, assisted undergraduate camp counselors, and assisted with content creation.

## JAN 2017 - DEC 2017

### *The Crimson Quarterly*, Norman *- Managing Editor*

Worked with the editor-in-chief, design editor, and writers to edit articles, communicate with contributors, and write articles. Pitched story ideas and researched background information.

## AUG 2016 - DEC 2016

### OU in Arezzo, Italy *– Office Assistant*

Worked with other student employees and full-time staff as receptionist. Greeted guests, in both English and Italian, and completed clerical duties as needed. Drafted a promotional brochure to be displayed at the program’s two buildings.

## JAN 2016 - MAY 2017

### *Forum at OU*, Norman *- Managing Editor*

Involved in the startup of a new campus publication. Worked with the *Forum* team to oversee production. Wrote articles for the issues, made copyedits, and designed the layout of the magazine using Canva and Adobe InDesign. Ran social media accounts to promote current issues and recently published work.

## AUG 2015 - AUG 2017

### Sam Noble Oklahoma Museum of Natural History, Norman *- Discovery Room Assistant*

Worked with other student assistants in the Discovery Room to facilitate a welcoming hands-on learning environment for children. Led crafts and informational sessions for children.

## FEB 2014 - MAY 2016

### History of Science Collections, OU Libraries, Norman *– Student Assistant*

Worked with collections’ staff, OU faculty and other student assistants in library tasks for this collection that houses historic and important works in the field of history of science. Processed incoming books, digitized antique books, acted as receptionist and completed clerical work as needed.