

alexisjones

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experience

Health, Senior Editor, January 2021– Present

- Plans, produces, assigns and edits health, wellness, fitness, and lifestyle content for the magazine
- Edits The Share section focused on highlighting the latest trends, health studies, and people to know in the wellness space
- Writes and edits articles in the life and mind and body sections of the magazine

Women's Health and womenshealthmag.com, Assistant Editor, August 2019-January 2021

- Covered health, sex and love, life, and fitness verticals online, writing 3-5 news and evergreen articles a week
- Wrote 1-2 long form or as-told-to personal essays and features a month on digital
- Pitched and wrote health and mind features for print, focusing on mental health and racial disparities in illnesses
- Edited the Warm Up section of the magazine

MarieClaire.com and HarpersBazaar.com, Freelance Writer, October 2018-August 2019

- Covered news, culture and politics pieces for marieclaire.com and harpersbazaar.com
- Top 10 pieces for MC and Bazaar gained over 975,000 and 733,000 pageviews, respectively

Hearst Digital Media, Editorial/Administrative Assistant, August 2018-August 2019

- Served as the assistant to both the VP of Content and Executive Director of Content Strategy
- Organized and leads the Hearst fellowship program
- Managed three administrative calendars
- Served as the lead coordinator for brand sponsored events
- Oversaw execute-level finances and files expenses

RedbookMag.com and WomansDay.com, Editorial Fellow, June 2018-August 2018

- Wrote 2-4 articles per day for each site in various sections (food, parenting, relationships)
- Edited photos for gallery articles and pitched stories in our Wednesday pitch meeting
- Edited and syndicated 4-6 articles a day from other Hearst family magazines

Working: Syracuse Podcast, Project Manager, January 2018 – May 2018

- Ran the day-to-day operations of the podcast
- Edited, researched and fact-checked all 14 episodes
- Copyedited all social media tweets and Facebook posts

360 Magazine, FOB Editor, January 2018-May 2018

- Developed, edited, and fact-checked 4-5 student articles per semester for the print edition
- Worked with photo and design to select accompanying images and illustrations for my assigned stories

S.I. Newhouse School of Public Communications, Research Assistant, January 2018-May 2018

- Edited, researched and fact-checked three days a week for social media professor
- Research was focused on police usage of social across the United States

The Knot, Editorial Intern, May 2016-August 2016

- Wrote 1-2 articles a week for TheKnot.com
- Transcribed interviews, input freelance pieces, and edited images for the site
- Served as project manager for the Summer 2016 intern project, managing 30 interns total and led final prospectus presentation on diversity and inclusivity in the magazine

Borrowed and Blue, Freelancer, January 2016-May 2016

- Uploaded submission images and created 5-10 photo albums for the site 3 times a week

The Cavalier Daily, Senior Writer for Arts and Entertainment, January 2015-May 2017

- Wrote weekly articles covering concerts, movie reviews, and art exhibits

C-Ville Weekly, Arts Intern, June 2015 – August 2015

- Wrote the weekly Arts Picks, 50-100 word blurbs, featuring local artists and bands
- Managed the Cville.com arts calendar by inputting local shows, concerts, plays, and festivals • Input submissions to the calendar and wrote the short descriptions for each input

education

Syracuse University

S.I. Newhouse School of Public Communications • Master's in Magazine, Newspaper and Online Journalism • Full Academic Scholarship

University of Virginia

College of Arts and Sciences, Bachelor of Arts in English and Media Studies • Dean's List

skills

Design and Web

Adobe Premiere • Adobe Photoshop • Adobe InDesign • Audacity • Wordpress • Squarespace • Google Analytics • Google Trends • SEO

Social Media

Sysomos • Dash Hudson • Social Rank • TweetDeck • Facebook • Instagram • Twitter

Technical Skills

HTML • CSS • Dreamweaver and SQL coding languages • Microsoft Excel for analyzing data

Equipment Experience

Nikon D7500 • Tascam DR-40 • Canon XF300

awards

American Society of Magazine

Editors (ASME)

Selected for Summer Internship Immersion • Class of 2016

Graduate School Master's Prize

Recognized for academic excellence and reporting while at the S.I. Newhouse School of Public Communications • 2018

organizations

ASME Next, Board of Directors, September 2019-Present

Eta Nu Sigma Graduate Chapter of Sigma Gamma Rho Sorority Inc. Member, December 2020– Present

Theta Lambda Chapter Sigma Gamma Rho Sorority Inc., President, May 2016 – May 2017

National PanHellenic Council at UVa, Vice President of Programs, March 2015 – May 2016