

# Olivia Alexander

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## EDUCATION

**Northwestern University Medill School of Journalism** | Evanston, Ill.

Bachelor of Science in Journalism and American Studies | minor in Religious Studies | expected June 2024

GPA: 3.90/4.00 | Dean's List: five of six quarters

## EXPERIENCE

**Arkansas Democrat-Gazette** | Little Rock, Ark.

*Metro Reporting Intern* | June 2022 - August 2022

- Reported on general assignments at the state's largest newspaper 40-50 hrs./wk.
- Published daily stories covering meetings, local events as well as news features for print and web

**Northwestern Office of Global Marketing and Communications** | Evanston, Ill.

*Communications Aide* | January 2021 - June 2022

- Edited press releases, drafted news stories, transcribed interviews up to 10 hrs./wk.

**The Daily Northwestern** | Evanston, Ill.

*Assistant Arts & Entertainment Editor* | March 2021 - June 2021

- Published two stories/wk. For the Arts & Entertainment desk's theater and dance beats
- Edited stories two days/wk.

*Holiday Edition Editor* | November 2021 - December 2021

- Edited a special, eight-page print and web edition with 24 stories from all sections of the paper

*Assistant City Editor* | January 2022 - March 2022

- Published three stories/wk. for the City news desk's education, politics and activism beats
- Edited stories three days/wk.

*In Focus Editor* | March 2022 - June 2022

- Advised reporting process for 10 reporters through weekly individual meetings
- Edited five investigations

*Senior Staffer* | June 2021 - present

- Reports stories across City, Arts & Entertainment, In Focus desks; attends weekly staff meetings

**The Toggery** | Little Rock, Ark.

*Sales Associate* | July 2020 - December 2020 and June 2021 - September 2021

- Demonstrated excellent customer service and merchandising skills in a children's retail setting

## LEADERSHIP & SERVICE

**Medill School of Journalism, Media, Integrated Marketing Communications** | Evanston, Ill.

*Student Ambassador* | August 2022 - present

- Promotes the Medill School during prospective student and family programming up to eight hrs./wk.

**Northwestern New Student Experience** | Evanston, Ill.

*Peer Adviser* | April 2021 - present; 2021 and 2022 Fall Orientation Programs

- Mentored groups of 16 and 17 new students during their transition to college; facilitated dialogues about mental health and wellness, substance abuse, diversity and inclusion in a university setting
- Completed weekly spring term trainings in communication, leadership, community building skills

**Willard Residential College** | Evanston, Ill.

*President* | March 2021 - February 2022

- Oversaw the operations of Northwestern's largest Residential College of 300 students
- Managed a 14 person Executive Board which hosted a diverse range of events up to seven times/ wk.
- Represented Willard on Northwestern's Residential College Board at weekly meetings

**Canterbury House Northwestern (Episcopal Campus Ministry)** | Evanston, Ill.

*Member* | September 2020 - present

- Participates in twice weekly meetings of Episcopalian students on Northwestern campus
- Demonstrates values of faith, social justice and service