

ALANA A. TODD

(929) 433-5951 • alanatodd2344@gmail.com

PORTFOLIO: <https://alanatodd.github.io/>

EDUCATION

City College of New York (CUNY)

Harlem, NY. Degree Anticipated June 2026

B.F.A Electronic Design and Multimedia | GPA: 3.95

ACADEMIC AWARDS AND HONORS: AP Scholar with Distinction, National African American Recognition Program, ARISTA, AP Capstone Graduate, Advanced Regents Diploma, Gates Scholarship Finalist, City College of New York (CUNY) Honors program, Dean's List 2022 -2025

RELEVANT COURSEWORK: Graphics Design Workshop, Motion Design, Web Design I, 2D Animation, 3D Modeling, Vector Illustration, 2D Imaging and Illustration

EMPLOYMENT HISTORY

Harlem Public Arts Project

Harlem, NY July 2025 - September 2025

Marketing and Administrative Intern

- Supported grant proposal development by assisting in research, drafting, and formatting submissions to funding organizations.
- Created graphic design materials for promotional campaigns, including posters, flyers, and digital content for social media and web use.
- Designed visual materials for a featured exhibition at Columbia University, ensuring alignment with brand and mission.
- Managed internal and external communications, including drafting professional letters and emails to potential partner organizations, donors, and stakeholders.

Biology Department at City College of New York (CUNY)

Harlem, NY September 2022 - May 2023

Graphic Designer

- Developed graphic designs to creatively advertise the different college majors offered by the Biology Department
- Created 3 graphic design projects per month to be used throughout the Biology Department
- Worked closely with the Department Head to ideate concepts and designs for posters, consistently meeting requirements and deadlines

Allie's Babysitting Service

Brooklyn, NY January 2018 - December 2024

Babysitter

- Created and administered high-impact educational activities for children ages 2 to 4
- Organized drawing, painting, and coloring activities 3 times weekly

RELATED EXPERIENCE

Brooklyn Public Library

Brooklyn, NY December 2021 - June 2022

StoryTeen

- Completed 100 hours of training on child development, literacy, library, and career skills, and had hands-on work experience
- Served as a production assistant for a variety of children's programs, projects, and events, including the Big Brooklyn Playdate and video series Book World
- Illustrated and authored a children's book as a culminating project in 5 months

Infinity Educational Programs SYEP

Brooklyn, NY July 2022 - August 2022

Summer Youth

- Completed 150 hours of project-based career readiness skills in IT Training and Graphic Design

SKILLS

HARD SKILLS: Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe Animate, Adobe Bridge, Adobe InDesign, Autodesk Maya, Clip Studio Paint, Blender, HTML, CSS, p5.js, Microsoft Excel, Microsoft Word, Microsoft Outlook

SOFT SKILLS: Written and verbal communication, work ethic, ability to multitask, attention to detail, collaboration, self-motivation, time management, cultural competency, problem-solving, organization, self-starter