

# Alexa Marzina



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## Education

### BACHELOR OF ARTS IN ENGLISH WRITING – NONFICTION

University of Pittsburgh  
Pittsburgh, PA  
April 2019

#### RELEVANT COURSEWORK

- Projects in Digital Composition — Teaching Assistant
- Topics in Composition: Advanced Composing Digital Media
- Narrative and Technology
- Making the Book
- Journalism Boot Camp: Write Now

## Skills

- Fact checking
- AP style
- Tableau Public, Plot.ly
- Python, HTML, CSS
- Github, Jupyter notebooks
- Canva, Slack, iMovie
- Mac & PC operating systems
- American Sign Language
- Microsoft Office, Google Drive
- Secretarial duties

## Work Experience

### TARGET

Front-End Associate | West Mifflin, PA | July 2015 – Present

*Assist guests in person and over the phone; utilize POS system; take and count money; sign guests up for Redcards; print and package photo orders; label, organize and retrieve online order pick-ups; perform returns and exchanges; make change; cover breaks at café area including practicing food safety*

### THE PITT NEWS

Staff Writer | Pittsburgh, PA | February 2018 – April 2019

*Pitch, source, report and write researched pieces for online and print publication for the news, culture and sports sections; post and advertise written works to personal social media accounts*

Copy Editor | Pittsburgh, PA | January 2017 – April 2019

*Thoroughly fact check pieces for all sections; correct errors in spelling, grammar and sentence structure; ensure proper usage of AP style and house rules*

### FRESH U ONLINE

Senior Editor | Remote | March 2017 – September 2017

*Increased weekly page views from 10,000 to 40,000, trained a team of junior editors and staff writers; served as liaison between writers and Teen Vogue; edited articles for grammar, structure and content*

## Internship Experience

### WESTERN PENNSYLVANIA REGIONAL DATA CENTER

Communications Intern | Pittsburgh, PA | May 2018 – Present

*Write and format biweekly newsletter about civic tech and data; update events calendar with relevant community events; report and write data user stories as part of story bank project; visualize datasets to be included in various blog posts*

### 535MEDIA/TRIB TOTAL MEDIA

upgrüv Intern | Pittsburgh, PA | May 2017 – August 2017

*Aggregated trending news; pitched, researched and wrote opinionated columns; filmed, edited and posted original video content; sourced, reported and produced personality profiles*

## Leadership

### PITT BAND

Squad leader | Pittsburgh, PA | Fall 2016 – Spring 2018