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# ALEXANDRA CONTRERAS

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## EXPERIENCE

### **The Hamilton Project at The Brookings Institution**

**Washington, D.C.**

#### ***Project and Design Coordinator***

**June 2019 – Present**

- Managed the layout process for over 15 research papers, 6 blog posts, and one 300-page [book](#), requiring expertise in Adobe InDesign, Illustrator, and Photoshop.
- Act as an in-house design consultant to the research team offering data visualization advice, streamlining the research paper layout process, and converting drafts to publication-ready figures and graphics.
- Uploaded economic analyses, chapters, blog posts, press hits, and stock photos to both The Hamilton Project's website and The Brookings Institution's [website](#) through ExpressionEngine and WordPress.
- Created over 10 web analytics reports detailing overall website engagement in order to measure the efficacy of specific outreach campaigns.

### **The Glover Park Group**

**Washington, D.C.**

#### ***Government Affairs and Strategic Communications Intern***

**January 2019 - Present**

- Created memos of House and Senate Committee hearings, academic forums, and journalism summits to inform clients of public interest, stances on specific issues, and possible media strategies.
- Produced detailed research projects for over 15 different clients belonging to various industries such as, sustainability, immigration, foreign investment, and healthcare.
- Edited media kits and media strategy presentations in concise, understandable terms for high-profile clients, most notably the government of Somaliland.

### **The Hamilton Project at The Brookings Institution**

**Washington, D.C.**

#### ***Events and Communications Intern***

**September - December 2018**

- Published a weekly newsletter archiving select press hits from outlets including The Washington Post, CBS, and The New York Times.
- Assisted in planning the organization's annual three-day retreat in New York City with a guest list of 100 high-profile participants.
- Created [graphics](#) including quotes, stock photos, and detailed designs for the outreach of economic analyses and blog posts through Twitter.

### **Adrienne Arsht Center**

**Miami, FL**

#### ***Public Relations Intern***

**June - August 2018**

- Promoted over 40 performances through the assemblage of press kits, [press releases](#), and other media material.
- Tracked and archived over 100 successful press campaigns by the Center in a highly organized online file with strong attention to detail.
- Wrote original tweets, [captions](#), and performance teasers for company's Facebook, Instagram, and blog, reaching a combined audience of over a million.

## EDUCATION

### **General Assembly**

**Washington, D.C.**

#### ***HTML, CSS, & Web Design Circuit***

**April 2020**

- Created a fully functioning website to showcase my design portfolio

### **George Washington University**

**Washington, D.C.**

#### ***Bachelor of Arts***

**May 2019**

- Major in Psychology, Minor in Journalism & Mass Communication

## SKILLS

- Adobe Photoshop, InDesign, and Illustrator proficiency
- Google Analytics and Microsoft Excel proficiency
- HTML, CSS, and JavaScript proficiency
- Spanish: Advanced (speaking, reading, writing)
- Experience with various CMSes
- Excellent communication and interpersonal skills