

Alessandra Smith

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EDUCATION

Fordham University Bronx, New York
Bachelor of Arts, English with Creative Writing Concentration May 2025
GPA: 3.78/4.0; *Cum Laude*
Awards and Honors: Bernice Kilduff White & John J. White Creative Writing Prize, Dean's List

University of Amsterdam Amsterdam, The Netherlands
CIEE Study Abroad Program, English Language and Literature Feb. 2024 – June 2024
GPA: 3.5/4.0

COURSEWORK AND PROJECTS

Relevant Coursework: Writing for Digital Spaces, Fundamentals of Communication and Media Studies

- Organized collaborative public exhibition, [Seeds of Success](#), to inspire and nourish creative community
- Built [website portfolio](#) on Wix, showcasing studies on branding, content creation, and digital marketing
- Created blog *AllyLoveChai*, publishing reviews of different cities' Chai Lattes on Instagram and Substack
- Authored short speculative fiction piece *Yield to the Call of the Wild*, winner of the White & White prize

LITERARY WRITING AND PRODUCTION

The Fordham Ram Bronx, NY
Copyeditor and Contributing Writer Jan. 2022 – May 2025

- Edited 40+ articles for clarity, spelling, and punctuation
- Performing research on trending popular culture to produce content and increase reader engagement
- Managed and prioritized multiple tasks independently to meet deadlines
- Collaborated with Staff editors and copyeditors in weekly group meetings

The Center for Fiction Brooklyn, NY
Event Production Intern Aug. 2024 – Dec. 2024

- Provided administrative support as needed, such as audio-visuals, event lighting, and audience records
- Liaised with authors and mediators, facilitating communication between management and staff
- Assisted in preparation for Literary Event attendance, an average of 140 people, twice weekly

The North Star Literary Magazine Montrose, NY
Editor-in-Chief Sept. 2020 – June 2021

- Reviewed and proofread 50+ student submissions, including creative fiction, nonfiction, and poetry
- Conducted group editing sessions with a group of 15 junior editors
- Collaborated with layout editors to design the magazine, focusing on clarity, aesthetics, and cohesion
- Created physical and social media promotional assets to solicit student submissions

CUSTOMER SERVICE AND OPERATIONS

The Peekskill Coffee House Peekskill, NY
Junior Barista/Chef June 2025 - Present

- Drive sales by upselling, highlighting seasonal promotions, and using persuasive communication
- Demonstrate prioritization, organization, and proactive problem-solving in a fast-paced environment
- Communicate clearly with the team to uphold a seamless workflow and product delivery
- Develop and maintain rapport with customers to promote customer retention

Department of Transportation, Fordham University Bronx, NY
Ram Van Shuttle Driver Aug. 2022 – May 2025

- Shuttled 100+ passengers each week through New York City traffic
- Recorded mechanical data of 50+ vehicles, ensuring each van aligns with safety and operation protocols
- Monitored up to 14 passengers each trip, managing tickets and reservations

SKILLS, PUBLICATIONS AND INTERESTS

Technical Skills: Google Suite, MS Office Suite, Canva, Web Development, Project Management, Adobe Acrobat
Social Platforms and Skills: Storytelling, Content Creation (Instagram, Substack, YouTube), LinkedIn
Languages: Conversational Italian and Dutch
Publications: [Digital Addiction: Should We Quit Social Media? Is it Possible?](#), [Sunrise on the Reaping Review](#)
Interests: Strange and Offputting Fiction, Third Spaces, Coursera, and *The Picture of Dorian Gray*