

# Alessandra Smith

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## EDUCATION

Fordham University

*Bachelor of Arts, English with Creative Writing Concentration*

GPA: 3.78/4.0; Cum Laude

Awards and Honors: Bernice Kilduff White & John J. White Creative Writing Prize, Dean's List

Bronx, New York

May 2025

University of Amsterdam

*CIEE Study Abroad Program, English Language and Literature*

GPA: 3.5/4.0

Amsterdam, The Netherlands

Feb. 2024 – June 2024

## 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

*Copyeditor and Contributing Writer*

Bronx, NY

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

*Event Production Intern*

Brooklyn, NY

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

*Editor-in-Chief*

Montrose, NY

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

*Junior Barista/Chef*

Peekskill, NY

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

*Ram Van Shuttle Driver*

Bronx, NY

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*