

Alexandra (Lexie) Menyhart

Bio: Proofreader and copyeditor. Combines prowess in writing & editing, CMS, and communication to develop innovative marketing and content strategy. Seeking the space to learn and develop marketing & copyediting skills within a large organization.

Education

UNIVERSITY OF MIAMI | Coral Gables, FL **Graduated 2018**

Bachelor of Science in Journalism, Public Relations (Minor), Focus on Strategic Communication

- 3.7/4.0 GPA | Dean's List (all semesters)

Experience

SELF-EMPLOYED | Private Tutor (freelance) | Merritt Island, FL **Aug. 2019 - Pres.**

- Edited and proofread papers, college essays, and other literary works (both in Spanish and English)
- Marketed business to local high schools through social accounts, ensured A's for each individual and established myself as a leading tutor in the community (waitlist of 20)
- Identified challenges and developed a custom, academic plan tailored to each specific learning style

20TH CENTURY FOX | Strategic Coordinator, Special Events (Temp) | Los Angeles, CA **Mar. - May 2019**

- Created, edited, and proofread press packets distributed at junkets for films like *Dark Phoenix*, *Breakthrough*, *Stuber*, *Ford v Ferrari*, *Ad Astra*, *The Art of Racing in the Rain*, ran HR suite at junkets
- Coordinated and proofread content for events, tested effectiveness during walk-throughs/tech-checks
- Facilitated communication between the events team and other departments & clients

PARAMOUNT PICTURES | Intern, International Publicity | Los Angeles, CA **June - Aug. 2017**

- Proofread and edited budget sheets, coordinated travel arrangements (flights, hotel accommodations) for talent and staff on tour, engineered best route for the *2017 Venice Film Festival*
- Organized and supervised *Transformers* premiere, contributed to marketing plans for *Bumblebee*, *Mission Impossible*, *An Inconvenient Sequel*, *Mother!*, *Downsizing*, *Daddy's Home 2*
- Liaised communication between the marketing department and various film directors, analyzed and compiled noteworthy publications daily (primarily for Michael Bay)

JUNKET PRODUCTIONS | Personal Assistant (weekends) | Los Angeles, CA **June 2017 - June 2019**

- Proofread master schedules, prepared sets for interviews, set up and sat in to test audio/video before filming for productions like *Game of Thrones*, *Baby Driver*, *Toy Story 4*, *Baywatch*
- Fostered smooth transitions between interviews and created a comfortable, professional environment for talent and crew

THR33FOLD STUDIO | Intern, Media Relations | Miami, FL **Jan. - May 2017**

- Drafted and edited press releases/pitch letters which were submitted to local news outlets, scouted relevant influencers for creative marketing campaigns
- Increased reach and engagement for my client *Fyffes* by 25% through a social marketing campaign

FLORIDA TODAY (Gannett newspaper) | Writer (freelance) | Melbourne, FL **May 2015 - July 2017**

- Proofread dialogue for a routine sports talk show on the radio, composed articles about local nonprofit organizations, was published on the front page of the newspaper

Leadership/Activities

- **THE MIAMI HURRICANE** | Board member and writer (freelance) | Coral Gables, FL **Aug. 2016 - May 2018**
- **BREEF** | Volunteer (currently remote), marketed ocean education and conservation | The Bahamas **June 2012 - Pres.**
- **PRSA (PUBLIC RELATIONS SOCIETY OF AMERICA)** | Member, organized/ran meetings | FL **Aug. 2016 - Pres.**
- **NSCS (THE NATIONAL SOCIETY OF COLLEGIATE SCHOLARS)** | Member **Aug. 2017 - Pres.**

Skills: Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro) | HTML5 & CSS | Google Analytics
Microsoft Office (Word, PowerPoint, Excel, Project) | Presentations | Writing & Editing | CMS

Languages: **English** (native speaker) | **Spanish** (advanced, AP score: 5) | **Mandarin** (intermediate)