

# Alayna Thomas

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## PROFILE SUMMARY

A motivated, driven writer and editor from Brooklyn, NY. Looking for editorial, writing, or public relations roles to support writers and editors. Has one year of experience with public affairs at a boutique firm in Boston. Has published writing under The Zillennial Zine and The Montreal Herald. Skilled in WordPress, Cision, SEO, and content creation. Seeking challenging roles with opportunities for growth.

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## KEY COMPETENCIES

Microsoft Office

Cision

Canva

Adobe Suite

SEO

WordPress

Strong interpersonal skills

Self-starter and proactive

Public Speaking

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## PROFESSIONAL EXPERIENCE

### The Zillennial Zine

Sept 2024 - Present

#### Editorial Intern

Author two articles per week. Create posts for various social media sites to drive engagement to website.

### YourBookTeam

Dec 2023 - April 2024

#### Editorial Intern

Successfully edited a novel, enhancing clarity, coherence, and overall quality. Led and coordinated activities within the internship group, providing guidance and support to team members. Developed creative and impactful social media posts by extracting content from interview transcripts.

### Strong Women, Strong Girls

Sept 2022 - May 2023

#### Outreach Coordinator

Conducted outreach to various organizations and community leaders for programming and special events. Created and maintained outreach lists. Facilitated group bonding activities to foster community.

### Dewey Square Group

Jan 2022 - Dec 2022

#### Public Affairs Intern

Created and maintained media and outreach lists. Monitored press and social media coverage of clients. Designed logos, stickers, and PowerPoint templates. Drafted press releases and social media posts

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## EDUCATION & CERTIFICATIONS

### Bachelor of Arts

Major: Communication Studies

Minor: Psychology

Northeastern University

### High School Diploma

Berkeley Carroll School

## EXTRACURRICULAR ACTIVITIES

### Mentor, Mentor Developer, Outreach Coordinator

Strong Women, Strong Girls

### Writer

The Avenue Magazine