

MAIRIN ALBERT



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msmairin21@gmail.com



St. Louis, Missouri

Creative - and enthusiastic! - wordsmith with years of communication experience and trained in a variety of media, communication, and writing styles. Background in editing, content creation, marketing, and customer service, with knowledge of numerous technological programs/platforms.

EDUCATION

Master's Degree in Media Studies

*Southern Illinois University -
Edwardsville*

In Progress

Certificate in Screenwriting

Missouri State University

Bachelor's Degree in General Studies: Media & English

Missouri State University

High School Diploma

Kirkwood High School

WORK EXPERIENCE

Graduate Assistant - Web Radio

Southern Illinois University - Edwardsville
Jan. 2025 - Present

Variety of administrative and communication tasks to support student members, including data entry and surveys. Produced and implemented marketing campaigns, maintained social media, and utilized content management systems (CMS) to edit webpages. Both paid & volunteer work.

Digital Content Writer & Editor

Webster University
June 2023 - March 2024

Mastered a content management system (CMS) to create/edit websites & digital content. Applied writing, grammar, and editing skills to create a professional vibe for the school's websites. Utilized Photoshop, search engine optimization, and other media skills.

Marketing & Administrative Assistant

STM Learning, Inc. Publishing Company
June 2022 - Feb. 2023

Maintained social media pages and website while creating and implementing promotional initiatives. Editorial proofreading, copy editing and copy writing. Various administrative duties such as invoices/receipts, bookkeeping, customer service, etc.

Delivery Driver

Domino's Pizza
Feb. 2018 - March 2020

Received and delivered accurate orders in a timely manner and positive attitude. Answered phones and mastered their unique ordering system.

Counselor & Director of After School Program

Gateway Region YMCA
May 2014 - Sept. 2018

Cared for children by implementing engaging activities, helping with homework, and reinforcing basic skills. Led team mates, resolved parent complaints, and completed paperwork.