

ALEXA R SPEAR

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PROFILE

Resourceful, deadline-driven college graduate with strong communication skills and extensive technical knowledge. Experienced team player, adept at creative problem solving and collaborative leadership. Organized, detail-oriented editor that thrives in fast-paced, high-pressure environments. Passionate about writing and storytelling.

EDUCATION

Montclair State University / Montclair, NJ

BA, Communication and Media Arts
January 2020, Magna Cum Laude
Minors in English and Photography
GPA: 3.8, Dean's List every semester

County College of Morris / Randolph, NJ

AA, Liberal Arts and Sciences
August 2016
GPA: 3.4
Art and Design Club

RELEVANT COURSEWORK

Critical Approaches to English
Collaborative Problem Solving
Digital Filmmaking I and II

Young Adult Literature
Writing for the Media
Screenwriting I and II

Fiction Writing
Transmedia Projects
Digital Photography I and II

SKILLS

Adobe Photoshop
Microsoft Office Suite

Adobe Lightroom
Final Draft 11

Adobe InDesign
Social Media

Adobe Premiere Pro
AP Style Guidelines

Adobe Illustrator
WordPress

EXPERIENCE

Montclair State University – Office of Information Technology / Montclair, NJ

June 2017 – January 2020

Student Supervisor [January 2019 – January 2020]

Also: Canvas Specialist [May 2018 – January 2020]

Phone Support Technician [August 2017 – January 2020]

AV Classroom Support and Special Event Assistant [June 2017 – January 2020]

- Managed technical crises using creative problem solving and communication skills; supporting 25,000 clients.
- Mentored incoming hires and prepared training manuals to increase troubleshooting efficiency.
- Organized special event technology needs, including Montclair State's Open Houses and Admissions events.

The Montclarion – Student Voice of Montclair State / Montclair, NJ

January 2019 – December 2019

Feature Editor [January 2019 – December 2019]

Staff Writer and Photographer [September 2018 – December 2019]

- Oversaw the entire feature desk by proofreading, fact checking and editing all articles submitted to the section.
- Coordinated with photography, video and social media teams to secure coverage, enhance visual elements and boost social engagement.
- Produced weekly print layouts using InDesign, and formatted articles online through WordPress.

Her Campus Montclair – Online Magazine / Montclair, NJ

January 2019 – December 2019

Staff Writer [January 2019 – December 2019]

- Delivered information on trending topics and pitched ideas to be published.
- Authored online multimedia articles that were informative, thought-provoking and relevant.

ACHIEVEMENTS

Excellence in Communication and Media Arts Award / Awarded May 2019 by Montclair State University

Carter Ross Award in Flash Fiction, Honorable Mention / Recognized May 2019 by Montclair State University

School of Communication and Media Mentorship Program / Participated September 2018 - May 2019