

# Alexandra Ward

159 Durand St, East Lansing, MI, 48825  
508 S Market St, Marine City, MI, 48039  
(810)941-2092  
[wardale1@msu.edu](mailto:wardale1@msu.edu)

*Writer, Editor & Communicator  
with a passion for education and community*



## Experience

### **Intern/Volunteer Tutor, Capital Area Literacy Coalition Lansing, MI -- 2015**

- Lead the adult English as a Second Language summer class
- Drafted grant proposals
- Edited grant proposals for submission
- Completed student assessments and weekly lesson plans

### **Social Media Intern, Office of International Studies in Education (MSU) East Lansing, MI -- 2015**

- Drafted a comprehensive social media strategy, including style guide, editorial calendar, communications audit, and content
- Implemented social media strategy to begin a presence on platforms such as Facebook, Twitter, and Wordpress
- Conducted focus groups to study audience preferences

## Education

### **Michigan State University**

#### **Bachelor's Degree -- 2012-2016**

Currently pursuing a Bachelor's Degree in Professional Writing with a focus in Community and Cultures, double-majoring in English with a focus in creative writing with a minor in Law and Philosophy. Member of on-campus organizations such as Ladies First A Cappella and ING Magazine.

#### *Accomplishments*

- Academic Scholars student
- Staff writer for ING Magazine fall 2013-spring 2014
- Undergraduate representative for Professional Writing major panel fall 2014
- Undergraduate research done for the College of Arts and Letters and planning for the 2015 First Year Writing Conference
- Participant in MSU's study abroad program