

# Brittany A. Alston

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## **Education:**

Delaware State University

Bachelors Degree

Major: Mass Communications Convergence Journalism

## **Experience**

Policy Analyst and Oped Writer, Weiner Public News and Solutions for Change, and National Press Club intern, Washington, DC, January 2019

### **Writer (June 2017-Sept 2017)**

EMGW Magazine (Entertainment Management Group Worldwide)

- Writing content every two weeks
- Conducting Interviews

### **Department of Insurance, Securities and Banking (June 2015-August 2015)**

- Wrote letters, speeches, memoranda and other communications as needed by the supervisor
- Performed research on topics and issues related to the regulation of the Insurance, Securities and Banking issues
- Helped develop and prepare publications on insurance, securities and banking issues
- Produced tabulations, reports, spreadsheets and other electronic documents
- Maintained various records and files for ready reference, as needed by the supervisor

### **United States Department of Agriculture/ Civil-rights Office Program Assistant (June 27<sup>th</sup> 2016-August 3 2016)**

- Assist Civil Rights office in gathering, compiling and analyzing of data and preparation and distribution of reports, memoranda, and correspondence. Participate in the execution of management programs, systems and projects such as the agency responses to Freedom of Information or Privacy Act requests.

### **Black Bloggers United- Administrative Intern. (January 2017-March 2017)**

- Tracking social media data using Hoot-suite and software
- Creating content to shared influencers
- Application audit process
- Assisted founder with daily tasks
- Calendar management
- Data entries and document maintenance

### **Marz Enterprise- Executive Fashion Intern (August 2017- Sept 2017)**

- Conserves executive's time by reading, researching, and routing fashion correspondence; drafting letters and documents;

collecting and analyzing fashion information; initiating telecommunications to various fashion brands or media

- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

- Represents the executive by attending meetings in the executive's absence; speaking for the executive if needed

- Introduces guests and customers by greeting them, in person or on the telephone; answering or directing inquiries to our CEO

- Maintains customer confidence and protects operations by keeping information confidential.

- Create a fashion gateway between new clients, models and fashion creatives.

### **Technology Playground- Social Media Specialist (June 25-August 3 2018)**

- Pushing status or news updates on our social media pages (FB, TW, LI, and Google+). Using creative contents to attract and engage more social media members. Qualifications Prior experience or knowledge of social media marketing Excellent communication skills, Good work ethics, Time management and multi-tasking Ability to work as a team as well as independently with minimum supervision.

### **Skills**

- Multimedia Reporting
- Adept in all MS Office programs
- Manage multiple projects simultaneously
- Editing and revising content

Communications Writing Course (Fall)

- Wrote AP style news articles

- Learned various types of writing styles
- Article news editing

