

ALEXIS CRUZ

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Draws inspiration from the past to help produce the future.

EDUCATION

Drake University, Des Moines, IA

BAJMC in Digital Media Production, Expected Graduation: May 2019

BA in History, Expected Graduation: May 2019

Double Minor in Computer Science and Spanish

3.81 GPA

Awards

School of Arts and Sciences Dean's list

School of Journalism Dean's List

Frank Miller Scholarship - Graphic Web-based Design, Journalism

Engaged Student Award - Outstanding leadership and department engagement

Charles Nelson Award - Outstanding academic accomplishment and intellectual curiosity among first-year students

Lincoln High School, Lincoln, NE

Graduated With Honors (3.8 GPA)

Received International Baccalaureate Diploma

International Baccalaureate and Honors Courses

SKILLS

Computer Languages: HTML/CSS, SQL, C++, Java

Microsoft Office: Word, PowerPoint, Excel, Visio

Adobe Products: PremierPro, Audition, AfterEffects, InDesign, PhotoShop

ARCHIVAL EXPERIENCE

Archival Assistant

January 2017-Present | Des Moines, IA

Drake University Archives

Assist the archivist with assigned task, Including:

Curate exhibits

Manage and update collection databases

Locate collections as appropriate

Inventory and process new items for collections
curation of exhibits.

File papers and disseminate documents

Maintain detailed records of the projects

Intern

May 2017-July 2017 | Lincoln, NE

Nebraska State Historical Society

Recorded video interview of Let Powell Drake

Updated database using Past Perfect Archive

Distributed videos through the Nebraska Historical Society YouTube account

ADMINISTRATIVE EXPERIENCE

Event Crew – Supervisor/Building Manager

August 2015-Present | Des Moines, IA
Promoted to Tech Crew Aug 2016
Promoted to Supervisor Sept 2016
Promoted to Building Manager Aug 2017
Manage staff and all functions during shift
Oversee the building use for the Drake student union
Ensure appropriate event set-up by adhering to layout
Set-up and monitor all audio visual equipment during events

Social Media Intern

January 2017-April 2017 | Virtual
History News Network
Managed the social media presence of the network
Reported usual stats on a weekly basis
Created and disseminated content for website and Twitter

RELATED EXPERIENCE

Drake Athletic Marketing

August 2017-Present | Des Moines, IA
Assist with producing Football, Volleyball, and Basketball games for streaming
Collaborated with ESPN-3 on Volleyball and Basketball games
Operate Audio, Camera, and Big screen during games

Iowa Public Television

May 2018-August 2018 | Johnston, IA
Assisted production and field production crew
Completed studio and remote shoots
Operated the camera and teleprompter
Shows included: Iowa Press, Market to Market, and Greetings from Iowa

LEADERSHIP

Phi Alpha Theta Drake Chapter

President, 2017, 2018
Spoke on panel at Nebraska Phi Alpha Theta Conference, 2018
Chapter member since 2017

Honors Council at Drake University

Publicity Chair Spring 2016 – 2018
Mentor in Program Fall 2016 – Spring 2018
Rep at Large Fall 2015 – Spring 2016

Society of Professional Journalist Drake Chapter

Secretary 2017
Drake University Chapter member 2016

RHA at Drake University

Senior Floor Representative 2016 – 2017
Floor Rep for Stalnaker Hall 2015 – 2016