

## **Alondra Mireles**

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[www.linkedin.com/in/alondramireles](http://www.linkedin.com/in/alondramireles).

### **EDUCATION**

Master of Arts in Communications with concentration in Public Relations and Organizational Communication, Exp. May 2026

Publishing Certificate, University of Denver Publishing Institute, Denver, Colorado, August 2023

Bachelor of Arts in English, Wayne State University, Detroit, Michigan, December 2022

### **SKILLS**

- ❖ Proficient in Microsoft & Google Suite
- ❖ Proficient in Canva Pro
- ❖ Proficient in website building platforms (WordPress, HostGator, GoDaddy)
- ❖ Bilingual (Spanish- fluent)

### **WORK EXPERIENCE**

**Program Assistant**, Wayne State University College of Education, Detroit, MI. 2024-Present

- ❖ Serve as the primary point of contact during the facilitation of partnerships for the College of Education Upward Bound Program.
- ❖ Conduct interviews with candidates for positions within the organization.
- ❖ Provide administrative support to Upward Bound Program, to include but not limited to: create and send correspondence to parents, initiate and handle phone communications with parents, oversee financial management, utilizing various systems to efficiently organize, allocate funds, and distribute student stipends, compose and distribute a monthly newsletter to families, providing essential updates and information regarding the program.
- ❖ Oversee the creation and posting of engaging graphics on social media platforms.

**Communications Intern**, 826 Michigan, Ann Arbor, MI. 2024- Present

- ❖ Record and create video content for social media posts, capturing moments of creativity
- ❖ Boost online presence and traffic on their LinkedIn page by creating interactive content.
- ❖ Create and support the planning, creation, and scheduling of social media posts and quarterly communications plans to help strategize for fundraising and raising awareness.
- ❖ Assist with drafting and editing content for newsletters, blog posts, donor communications, and press releases.
- ❖ Monitor social media engagement and help analyze metrics for growth and reach.
- ❖ Collect, curate, and archive student writing samples, photos, and testimonials.
- ❖ Assist with promotional efforts for events and publications.

**Social Media Manager and Content Creator**, Private Author, Whitmore Lake, MI. 2023

- ❖ Worked one on one with the author leading up to her publishing date (September 2023) to create a website, Goodreads author page, Amazon author page, and create business email.
- ❖ Manage all social media platforms, to include but not limited to LinkedIn, Goodreads, Amazon author page, business email, etc.

**Soldier**, Michigan Army National Guard, United State Army, Detroit, MI., 2018- 2024

- ❖ Attended Basic and MOS Training receiving an honorable mention for total soldier concept and determination. I further serve as an active military member training further, helping at events, or assisting at catastrophes.

**Editorial Intern**, Wayne State University Department of English, Detroit, MI., 2022

- ❖ Proofread and edited contributors essays for an academic book to be published by Cambridge University Press.
- ❖ Corrected and created proper MLA citations for all sources in contributors essays.

## **VOLUNTEER EXPERIENCE**

**President**, Latinx Student Association, Wayne State University, Detroit, MI June 2020- May 2022

- ❖ Managed an e-board and organization with over 50 consistent members, planning and coordinating events to engage the campus community while teaching about Hispanic culture.
- ❖ Also held the Event Planning Chair for a year before becoming President, this included contacting other local organizations to collaborate on events and fundraise for various causes.

**Homecoming Court**, Wayne State University, Detroit, MI September 2020- May 2022

- ❖ Selected from a pool of 30 students to be the face of the University and attend events where we speak to students, both current and prospective about University matters.

**Study Session Host**, Center for Latino/a and Latin American Studies, Wayne State University, Detroit, MI January 2021- May 2022

- ❖ Schedule and manage a study session for students of the Center for Latino/a and Latin American Studies, providing help with homework assignments and papers.