

# ALEXIS DUBREE

PUBLIC RELATIONS SPECIALIST

## Profile

Motivated and detail-oriented college student with exceptional writing and communication skills. Experienced in creating and editing content with precision and creativity, ensuring clarity and impact. Skilled at building relationships and collaborating effectively with diverse groups of people, fostering positive and productive interactions. Eager to apply my writing expertise and passion for storytelling in a public relations internship, contributing to impactful campaigns and meaningful connections.



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## Skills

- Content Creation and Editing
- Interpersonal Communication
- Research
- Social Media Analysis
- Creative Thinking
- Adobe Creative Suite: Photoshop, Indesign, and Illustrator
- Storytelling

## Education

### ASSOCIATES OF ARTS

Collin College

2019 - 2023

### BACHELOR OF ARTS JOURNALISM MAJOR WITH PUBLIC RELATIONS CONCENTRATION

University of North Texas

2024 - 2025

## Experience

### PODCAST EDITOR

Performance Faction

2023 - Present

- Mixed and edited multiple audio tracks into cohesive, high-quality productions using Descript.
- Reviewed and corrected transcripts to align with audio recordings, ensuring accuracy and proper grammar for publication.
- Conducted comprehensive quality control checks to meet client and guest expectations.

### TEAM LEAD

Sonic Drive-In

2021 - 2023

- Oversaw opening and closing procedures, including cash handling and operating system management.
- Managed and led teams effectively in fast-paced, high-pressure environments.
- Resolved customer concerns using strong problem-solving and communication skills, ensuring a positive experience.

## Projects

- Lifeblue social media plan
- Community news writing
- Study analysis on gender gaps within the New York Times newsroom