

# Lexi Ortiz

journalism//communications

## Education

Western Washington University  
BA- Visual Journalism  
Specialty: Women, Gender and  
Sexuality  
2012 – 2016

Central Washington University  
Transferred Out  
Sept. 2012 – June 2013

High School  
The Met Sacramento  
2008 – 2012

## Computer Skills

Adobe Photoshop | Adobe  
InDesign | Adobe Illustrator |  
Final Cut X | Web design  
| Editing | WordPress |  
Mac and PC  
Platforms

## Personal Skills

Exceptional organizational skills,  
resourceful, self-disciplined, outgoing,  
and excellent at meeting deadlines.  
Vast knowledge of social networking  
sites including Twitter, Facebook,  
Tumblr, Instagram, Pinterest, and  
YouTube.

## Contact

916.718.1920  
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*References upon request!*

## Experience

*Sacramento Medical Oasis* | Sacramento, CA  
Administrative Assistant | Oct. 2016  
— current

Performs administrative and office support activities for multiple supervisors. Duties include fielding phone calls, receiving and scheduling visitors, clearing payments, filing and organizing medications and medical supplies.

*Bellingham Public Schools* | Bellingham, WA  
Communications Intern | Jan. 2016  
— March. 2015

Researched, compose and help design projects and publications, visit district schools to cover news and assist with school and district wide events, assisting with media relations and develop working relationships with district schools and local community, assisting with miscellaneous office work, answer office phones, assist with incoming inquiries and occasionally with school information tasks.

*The Western Front* | Bellingham, WA  
Photographer/Online Editor/Reporter | Sept. 2014  
— June 2015

Managed reporters and their deadlines in a newsroom and classroom setting. Worked with other editors to produce and manage online content and story art. Helped create the new website on WordPress. Uploaded, sorted and captioned photos daily. Managed all social media accounts and the official website. Conducted interviews and wrote stories about newsworthy events for publication. Wrote blogs for the online version of the paper.

*Kelli Jane Photography* | Sacramento, CA  
Intern | Feb. 2012 – May 2012

Assisted her on photo shoots and carried equipment and entertained kids for the shot. Managed a blog and Pinterest account where work was posted. Completed office work such as filing order forms and processed request emails.