

Alexandria Steingold

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Education

University of Central Florida

Master of Arts in Rhetoric & Composition
GPA: 3.72

Orlando, [FL]

Graduated May 2024

Marist University

Bachelor of Arts in English
GPA: 3.44/ 3.58

Poughkeepsie, [NY]

Graduated May 2022

Experience

Safety Harbor Therapeutic Massage Center Inc.

Front Desk Receptionist

- Book client appointments daily using Jane App software.
- Address customer inquiries about our services over the phone and in-person.
- Contact potential leads through our Referrizer CRM.

Safety Harbor, [FL]

April 2025 to Present

Beacon College

Composition Instructor

- Constructed First-Year Composition and Children's Literature courses.
- Taught adjusted course content to a neurodiverse population.
- Helped students socialize and communicate through writing practice.

Leesburg, [FL]

August 2024 to January 2025

University of Central Florida

Graduate Teaching Associate

- Constructed First-Year Composition (ENC 1101 and ENC 1102) courses.
- Encouraged students to communicate their thoughts and ideas through writing.
- Held office hours, graded student materials, and generated meaningful feedback.

Orlando, [FL]

May 2023 to May 2024

YogaSix Safety Harbor

Wellness Advisor

- Drove membership growth through strategic outreach to hot and cold leads.
- Conducted customer sales calls using my understanding of rhetorical moves.
- Enhanced our members satisfaction while also maintaining a clean and operating facility.

Safety Harbor, [FL]

May 2023 to July 2024

University of Central Florida Writing Center

Consultant Tutor

- Provided writers with constructive feedback on assignments.
- Collaborated with students to further their drafts and improve their writing process.
- Responsible for guiding students toward developing critical thinking and writing skills.

Orlando, [FL]

January 2023 to December 2023

Involvement

Member – Marist University Women's Rowing

- Competitions, conditioning, and strength training 20 hours per week.
- MAAC Champions 2019, 2021.

August 2018 to January 2022

Senator – Marist University Purple Thread Club

- Increased awareness of domestic violence among students
- Sent emails to inform members about club meetings and events.

August 2019 to May 2020

Coursework

Editing Professional Writing, Grammar Style & Editing, Professional Writing Studies, Writing for the Business Professional, Digital Humanities, Writing as a Discourse, Collaborative Writing, Methods in Rhetoric & Composition, Creative Writing, and Scriptwriting for Film & TV

Certifications

CITI Human Subjects Research

Skills

MS Office Suite (Excel, PowerPoint, Word), artificial intelligence, CRM proficiency, interpersonal communication, editing, time management, detail-oriented

Interests

Business writing, communications, marketing