**Alexandria Steingold**

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**Education**

**University of Tampa Orlando, [FL]**

Master of Arts in Rhetoric & Composition Graduated May 2024

GPA: 3.72

**University of Tampa Poughkeepsie, [NY]**

Bachelor of Science in Finance Graduated May 2022

GPA: 3.44/ 3.58

**Experience**

**Safety Harbor Therapeutic Massage Center Inc. Safety Harbor,[FL]**

Front Desk Receptionist April 2025 to Present

* 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.

**Beacon College Leesburg, [FL]**

Composition Instructor August 2024 to January 2025

* 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.

**University of Central Florida Orlando, [FL]**

Graduate Teaching Associate May 2023 to May 2024

* 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.

**YogaSix Safety Harbor Safety Harbor,[FL]**

Wellness Advisor May 2023 to July 2024

* 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.

**University of Central Florida Writing Center Orlando, [FL]**

Consultant Tutor January 2023 to December 2023

* 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.

**Involvement**

**Member – Marist University Women’s Rowing** August 2018 to January 2022

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

**Senator –** **Marist University Purple Thread Club** August 2019 to May 2020

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

**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