

NJ/NY 201-253-7422 amt42@njit.edu alexistelyczka.com

PROFESSIONAL SUMMARY

Current graduate student working toward a Master of Arts degree in Creative Publishing and Critical Journalism and seeking the opportunity to begin a creative, communications-based career. Identifies and quickly closes any knowledge gaps to offer value to employer and team. Trained in data analysis and educational writing.

EDUCATION

Master of Arts (M.A.) - Creative Publishing + Critical Journalism • The New School - New York, NY • June 2024 *Relevant Coursework: Media Practices: Audio; Producing Short-Form Documentaries; The Psychology of Gender, Sexuality & Relationships*

Graduate-Level Coursework, Non-Matriculated Student - Anthropology • Rutgers University – New Brunswick, NJ • Fall 2020 *Relevant Coursework: Problems in Ethnography; Theories of Personhood*

Bachelor of Science (B.S.) - Science, Technology, Society • New Jersey Institute of Technology - Newark, NJ • June 2020 *Minors: Communication; Global Studies; Literature*

Bachelor of Arts (B.A.) - Theatre Arts and Technology · New Jersey Institute of Technology - Newark, NJ · June 2020

Undergraduate-Level Coursework, Study Abroad • Maynooth University - Maynooth, Ireland • Winter 2019 *Relevant Coursework: Young People, Youth Culture, and Youth Services in Ireland*

HONORS AND AWARDS

Honors

New Jersey Institute of Technology

Graduated Summa Cum Laude · 2020

Awards

New Jersey Institute of Technology

College of Science and Liberal Arts Outstanding Undergraduate Student Award \circ College of Science and Liberal Arts Spirit of 'Doc' Award \circ Albert Dorman Honors College Photo Contest - Honorable Mention \circ Albert Dorman Honors College Black & White #NewarkForward Photo Contest - Honorable Mention \circ

Scholarships

The New School

The New School for Social Research, Institutional Scholarship • 2022-2023

New Jersey Institute of Technology

Jim Wise Honors Scholarship ° 2018-2020 Steve & Alison Saperstein Scholarship ° 2018-2020 NJIT Faculty Scholarship ° 2016-2020 NJIT Honor's Scholarship ° 2016-2020 NJIT Honor's Room Scholarship ° 2016-2020

EXPERIENCE

Social Worker - Generic Services Somerset County Board of Social Services | Somerville, NJ April 2022 - Current

- Provides crisis intervention services, assistance, and advocacy; promotes equitable access to housing and financial resources, supporting individuals from various socioeconomic, cultural, ethnic, and educational backgrounds.
- · Coordinates care for 20+ clients with interdisciplinary team and community contacts to promote successful continuity of care.
- · Records client information and updates, organizing case documentation and data.



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EXPERIENCE, CONTINUED

Disney College Program Intern - Animal Kingdom Sales Host • Walt Disney World | Orlando, FL • July 2021 - January 2022

- Created great customer experiences for 500+ guests per day with personalized sales support and vacation experience recommendations.
- Upheld standards of the Walt Disney World brand (Safety, Courtesy, Inclusion, Show, + Efficiency) while executing Cast Member duties.
- Adapted to changing priorities and unexpected situations with an upbeat attitude and professional demeanor.

Administrative Assistant · Richard Hall Community Health + Wellness Center | Bridgewater, NJ · November 2020 - July 2021

- Implemented procedures for administrative, non-clinical documentation of state-mandated clients' mental health treatment.
- Digitized paper documents and organized electronic health records in the appropriate locations of the document database for government
 use, keeping records easily retrievable.
- Compiled reports covering patient and/or general office data.

Assistant to the Director • NJIT Center for Applied Improvisation and Theatre | Newark, NJ • August 2019 - June 2020

- Conducted research, analyzed data, and created text-based content used for the promotion of the Center and its events and programs.
- Assisted in the development of programs that promoted the inclusion of creativity in STEM+ environments, for audiences of 10 35 guests.
- Created and maintained relationships with program participants and potential clients.

Director's Assistant and Costume Manager • NJIT Theatre Department | Newark, NJ • September 2017 - June 2020

- Designed and developed costuming, staging, and advertising concepts in collaboration with the technical team.
- Photographed and filmed shows, concerts, and other events hosted by the department.
- Supervised the storage, security, transport, and organization of stage equipment.

Information and Event Staff • NJIT Dept. of Strategic Events and Conference Services | Newark, NJ • May 2019 – August 2019

- Delivered exemplary guest service to attendees of social and academic events across multiple venues.
- Worked as a member of a team to answer questions, address concerns, and provide advisement to inquiring students and guests.
- Ensured the safety and order of public workspaces and event venues.

Summer Resident Assistant • NJIT Residence Life Department | Newark, NJ • May 2019 – August 2019

- · Advised a demographically diverse range of residents on personal and academic questions/concerns.
- Planned, organized, and implemented programs to facilitate community building amongst residents.
- Managed administrative tasks including maintenance requests, room check-ins, check-outs, and transfers, as well as routine inspections.

Social Media Assistant • NJIT Hub for Creative Placemaking | Newark, NJ • August 2018 – February 2019

- Advertised for a continuing education certification program through social media platforms.
- Evaluated initiatives and reported to management.
- Assisted students with online navigation.

Marketing and Promotions Intern • Beasley Media Group - Magic 98.3 | Somerset, NJ • May 2017 - August 2017

- Prepared and managed creative advertising content for social media outlets.
- Assisted the Promotions and Marketing team in operating promotional events.
- Photographed events and managed photo galleries posted on digital channels.

PROJECTS AND PUBLICATIONS

Publications

the red queen ate my Alice

Poem · The Athena Review - Third Issue: The Summer Solstice Collection · Summer 2021



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PROJECTS AND PUBLICATIONS, CONTINUED

Publications

in transit - 22 w 32nd · woman rewritten / man unrequested

Poems · Ember Chasm Review - Issue Three · Spring 2021

Stress Awareness Month: How stressed are you right now?

Article · Somerset County Department of Human Services Newsletter · April 2021

Why Aren't NJIT Students Sleeping?

Article · The Vector - School Newspaper of the New Jersey Institute of Technology · February 21st, 2019

Projects

Untitled Documentary

The New School · Media Practices: Audio · September 2022 - Present

• Planned and shot a short film covering the history of the Rutgers Preparatory School cemetery, featuring an interview with a local historian.

Silent Rites

The New School • Writing & Directing: From Script to Screen • September 2022 - Present

· Wrote, filmed, and currently editing an original short film that explores the themes of familial bonds and responsibilities.

тато і син - A Triptych of Ukrainian Culture

The New School • Producing Short-Form Documentaries • January 2022 - Present

· Planned, filmed, and currently editing a short documentary on three generations of Ukrainian-American men.

Two: A Collection of Short Poems

NJIT · Independent Study in Poetry · September 2019 – December 2019

- Studied the art of poetry under accomplished poet and Distinguished Professor, Burt Kimmelman.
- Crafted and workshopped a collection of short, syllabic poems.
- Created the layouts for both digital and hand-stitched versions of the project.

An Analysis of the Influences of Culture, Gender, and Media: A Dialogue on Game of Thrones

NJIT · Science, Technology, and Society Senior Thesis · January 2019 – December 2019

- · Conducted primary and secondary research in the fields of gender studies and communications.
- Designed and disseminated quantitative and qualitative research tools to target populations and produced statistically significant findings.
- · Successfully defended methods and findings in front of an academic review board.

AFFILIATIONS

New Jersey Play Lab - The Storyteller Studio

Disney Alumni Association

Albert Dorman Honors College · New Jersey Institute of Technology

Sigma Psi Kappa (Local Sorority) · New Jersey Institute of Technology

OTHER

Adventures of the Cautiously Curious

Travel Blog o https://redheadrapunzel.weebly.com/blog

INTERESTS