



ALEXA MARIE KILROY



WORK EXPERIENCE

Paid Content Manager

The Digital Space | Austin, TX | 2019 - Present

- Develop all advertising creative and copy for paid channels
- Develop and oversee paid and unpaid influencer/ambassador programs
- Create graphics, process documents, creative briefs, and brand documents
- Manage outside contractors

Account Manager

Edgenuity, Inc. | Austin, TX | 2019 - Present

- Operate as lead point of contact for inside sales TX and LA accounts
- Build and maintain strong customer relationships for K-12 software
- Manage projects for integrations, technology, and engineering teams
- Collaborate with sales team to identify opportunities for growth
- Named top Account Manager within two months of employment
- Maintained 100% CSAT rating and 100% SLA fidelity to date

English Faculty & Yearbook Advisor

St. Dominic Savio Catholic High School | Austin, TX | 2018 - 2019

- Developed & implemented curriculum for English I courses
- Worked directly with students and families to ensure success and progress
- Managed and supported \$38,000 10th Anniversary Yearbook project

Summer Teaching Fellow

Choate Rosemary Hall School | Wallingford, CT | Summer 2017

- Instructed lessons in English Language Institute and VEX Robotics courses
- Served as a Residential Advisor for a community of students

Instructor & Residential Advisor

EXPLO at Yale University | New Haven, CT | Summer 2016

- Developed & implemented curriculum for writing courses
- Planned program-wide activities for 700+ students

Research & Administrative Assistant

Roche Center | Boston, MA | Summer 2016

- Input and analyzed data for a bilingual education research project
- Answered phones, processed expense reports, and oversaw calendar

Senior Vice President of Chapter Relations

FairED, Inc. | Boston, MA | 2015 - 2017

- Oversaw fundraising and budgeting for chapters nationwide
- Wrote grant proposals, managed donor relations and planned events

Hostess & Administrative Assistant

The Chesapeake Inn | Chesapeake City, MD | 2014

- Greeted and sat guests, answered phones, and oversaw calendar
- Worked directly with guests to ensure satisfaction in luxury environment

ABOUT ME


I am a highly creative critical thinker, seeking opportunities that keep me feeling challenged. I'm highly responsive to feedback and love working with clear KPIs/metrics. I love working directly with clients and customers to achieve big wins and build lasting relationships. I thrive when given fast-paced, high intensity tasks.

Here are some words I'd use to describe myself.


Outgoing, self-starter, goal-oriented, empathetic, hands-on learner, friendly, tech-savvy, creative, attentive, intuitive, thorough, patient, results-driven, organized, positive, coachable, and adaptable.

REFERENCES

 **CHRISSEY RALSTON**
Co-Founder, Digital Director
The Digital Space
chrissy@thedigitalspace.com

 **JOANN DOMINGUEZ**
English Dpt. Chair
St. Dominic Savio CHS
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CONTACT ME


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EDUCATION

Boston College | 2018

- B.A. English, Secondary Education
- Business Minor
- Honor Student, 3.8 Major GPA



TECH TALENTS

- Design: Adobe Premiere Pro, Photoshop, Canva, Wix, Wordpress
- Social: LinkedIn, Indeed, Instagram, Facebook, Twitter, Snapchat
- Suites: Microsoft Office 365, G-Suite, iWork, Netsuite
- LMS: Google Classroom, Blackbaud, Canvas, Edgenuity
- OS: Mac OSX, Windows 10
- Other: Zendesk, Slack, Workday, Salesforce, SPSS, Qualtrics, Trello, Lattice



SKILLS

- Customer & Client-facing Roles
- Social Media Marketing
- Layout & Design
- Non-Profit Work
- Data Analytics
- Event Planning
- Content Writing
- Blogging
- Copywriting & Proofreading
- People Operations & Recruiting
- Project Management
- Team Management
- Account Management
- EdTech & LMS