
Alejandro Ramirez

Writer & Editor

Tampa, FL

(661) 864-5539

alejandroramirez27@gmail.com

www.alejandroramirez.me

Alejandro is a passionate and detail-oriented writer with a proven ability to produce high-quality content under pressure. His experience as a News Copy Editor and Writer for The Minaret, coupled with his volunteer work and extensive travels, has instilled in him a strong sense of empathy and a global perspective.

Skills

Technical Writing | Creative Writing | Research Writing | Journalistic Interviewing | Copy Editing | SEO Foundations | Microsoft Office | Google Office | Wordpress CMS | Bilingual (English & Spanish)

Education

University of Tampa, Florida — *Bachelor of Arts*

August 2019 - May 2023

Bachelor of Arts in Letters and Writing - GPA 3.45

Experience

The Minaret, Tampa, FL — *News Copy Editor*

August 2022 - May 2023

The Minaret at The University of Tampa is a student-run online and print newspaper.

- Demonstrates a strong commitment to accuracy and attention to detail, consistently achieving a 99% accuracy rate in grammar.
- Served as the go-to person for fact-checking and information verification, meticulously validating sources and supporting evidence.
- Highlights expertise in AP style guidelines, ensuring all articles adhere to established standards.
- Exhibits effective communication and collaboration skills, proactively communicating with other students and providing regular updates to the Editor-in-Chief.
- Showcases a commitment to meeting deadlines and upholding strict SLAs, maintaining a consistent workflow and contributing to timely publication.

The Minaret, Tampa, FL — *Writer*

February 2022 - May 2023

- Demonstrates a proven ability to produce high-quality written content, having authored and published 10 articles covering local, university, and global news.
- Exhibits versatility and initiative in covering a diverse range of topics, including political news (US elections) and environmental issues (owning wild animals in Florida), in addition to university events.

- Highlights strong interview skills, conducting interviews with students, professors, and other professionals to gather information for articles.
- Showcases leadership potential and ability to work independently, meeting deadlines and maintaining a consistent output.

Projects

Personal Portfolio Website

November - December 2023

Skills Utilized: Content creation, WordPress CMS, Basic SEO, Project Management (Asana), Communication with Freelancers.

Certificates

Google AI Essentials

September 18, 2024

Completed an introductory course on AI essentials for prompt engineering, focusing on using generative AI tools to enhance productivity and decision-making. Developed skills in writing effective prompts, identifying AI biases, and staying updated on AI advancements.

Volunteer Work

Serve901, Memphis

March 2023

Empowered underprivileged youth through educational support and mentorship.

PEACE at the University of Tampa

October 2022

Advocated for victims of domestic violence by raising awareness in the Tampa Bay community.

Alternative Breaks, Ghana

May 2022

Partnered with local communities in Ghana to implement sustainable projects and taught an environmental science course.