

ALEXA BACZAK

PROFESSIONAL WRITER AND EDITOR

PERSONAL STATEMENT

I'M A PROFESSIONAL WRITER AND FREELANCE EDITOR WITH EXPERIENCE WRITING AND EDITING ACROSS THE BOARD. AS AN ANTHROPOLOGY-DRIVEN CREATIVE WRITER, I HAVE AN EYE FOR BOTH CULTURAL SENSITIVITY AND WRITING CRAFT.

MY GOAL IS TO SOLIDIFY MY CAREER IN THE PUBLISHING INDUSTRY. I'M INTERESTED IN MANAGEMENT POSITIONS AFTER FINDING THAT I HAVE A GIFT FOR ENTREPRENEURSHIP AND MENTORSHIP.

WHY HIRE ME

- I'M A "GENRE SWISS ARMY KNIFE." I'D BE PERFECT FOR ANY ROLE THAT INVOLVES EDITING MULTIPLE STYLES AND GENRES.
- I'M AN "OUTSIDE-OF-BOX" THINKER, WHICH MAKES PLOT DESIGN AND WRITING A NATURAL SKILL FOR ME.
- I HAVE AN UPLIFTING PERSONALITY AND I WORK WELL WITH OTHERS, AND WOULD BE PARTICULARLY SUCCESSFUL IN A MANAGER ROLE.
- 100% SUCCESS RATE ON UPWORK.

SPECIALIZATIONS

- CREATIVE WRITING
- ACADEMIC RESEARCH WRITING
- FICTION - LITERARY, ROMANCE, AND SPECULATIVE FICTION
- CREATIVE NON-FICTION
- SOCIAL JUSTICE WRITING
- DEVELOPMENTAL EDITING

WORK WITH ME!

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FOR ACCESSIBILITY REASONS, I PREFER WRITTEN COMMUNICATION, BUT I AM WILLING TO TALK OVER ZOOM OR PHONE UPON REQUEST. PLEASE EMAIL TO REQUEST AN APPOINTMENT.

WORK EXPERIENCE

FREELANCE EDITOR

PANTHER RESEARCH EDITING | APRIL 2021 TO PRESENT

- EDIT CLIENT WORK AS NEEDED.
- EDITS ALL STYLES, ESPECIALLY APA 7.

RISK MANAGEMENT ASSOCIATE

RSM US LLP | 2016 TO 2020

- WORKED WITH INTAPP FOR FORM DEVELOPMENT
- WORKED WITH MICROSOFT EXCEL FOR DATA MANAGEMENT.
- MANAGED INTERNAL MAILBOX.

EDUCATIONAL TRAINING

SOUTHERN ILLINOIS UNIVERSITY - CARBONDALE

BA - DOUBLE MAJOR IN ENGLISH AND ANTHROPOLOGY

- DEAN'S LIST ALL SEMESTERS ATTENDED
- GRADUATED MAGNA CUM LAUDE WITH 3.84 GPA
- SENIOR CO-EDITOR OF GRASSROOTS LITERARY MAGAZINE
- RUNNER-UP FOR 2016 LITERARY AWARD

CORE COMPETENCIES

WRITING | EDITING | PROOFREADING | COPYEDITING | MICROSOFT EXCEL | WEB DESIGN | RESEARCH | FICTION | BLOGGING | MICROSOFT OFFICE | SOCIAL MEDIA | BUSINESS WRITING | MLA | CHICAGO STYLE | APA | DATA ENTRY | SCIENTIFIC ANALYSIS | SENSITIVITY READING | PROJECT MANAGEMENT

PUBLICATIONS

MEDIUM: [ALEXABACZAK.MEDIUM.COM/](https://medium.com/@ALEXABACZAK)
WATTPAD: [WATTPAD.COM/USER/ALEXABACZAK2](https://www.wattpad.com/user/ALEXABACZAK2)