**Elexus Johnson**

317.236.9283

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Indianapolis, IN

**Editorial Assistant/Project Manager:**

Skilled in Microsoft Apps, Google Apps, Adobe Creative Suites, and Project Management, Website Building, and Article, and Flash Fiction. Eager to contribute to an editorial team by leveraging my organizational skills and attention to detail. Available for contract and full-time remote or hybrid positions.

**Skills and Applications:**

Adobe Creative Suites, Microsoft Apps, Google Apps, Narrative writing, Graphic design, Instagram, Facebook, TikTok, project management, client relations, problem-solving, active listening, creative content, editing, proofreading, media communications, event planning, 50 wpm.

**Education:**

Full Sail University, Media Communications, Creative Writing concentration, Certificate/ BFA, 10.2025

**Experience:**

**Multimedia Storytelling Project** – January 2025

Creative writing, audio recording and editing, image sourcing. **Multimedia Project** – January 2025

Creative writing, audio recording and editing, image sourcing, color scheming, editing.

**Flash Fiction Piece** – October 2024

Creative writing, formatting, character building, proofing.

**New Media Tools** - 4 credits – October 2024 Hands on experience with existing interactive programs, students will develop strategies to solve real-world problems gaining an understanding of unique industry possibilities and challenges by learning the technology, techniques, and methods of storytelling on multimedia platforms.

**Multimedia Storytelling** - 4 credits – January 2025 Familiarized with variety of media used in digital and online environments to accomplish course projects to further their understanding of new-media tools, including images, text, and streaming video and audio.

**Introduction to Media Communications and Technologies** - 4 credits – January 2025 Familiarized with industry-production tools and techniques, the media-campaign creation process, and organizational structures, as well as potential transmedia impact.

**Military Operations** – Sep 2018 – July 2020

Communication and Radio Operations

Organized schedules for over 30 soldiers.

Adaptability and resilience in high pressure environments.

Earned citations for excellence in crisis situations.