

Motivated and versatile professional with diverse experience in landscaping, virtual administrative assistance, and podcast production. Strong background in anthropology with a concentration on environmental sustainability. Seeking to leverage skills in a dynamic, growth-oriented role.

Soft Skills & Technical Skills

Cross-Cultural Competency | Diversity, Inclusion, & Ethics | Scientific Literacy | Organizational Skills | Observation | Communication | Strategy | Leadership | Sensitivity | Digital Media | Content Creation | SEO | Critical Thinking | Problem Solving | Program Coordination | Adaptable | Non-Profit Administration | Project Management | Environmentalism | Sustainability | Anthropology | Social Cost Awareness | Social Media Management | Data Analysis | Research | CRM | Writing | Editing | Transcribing | Podcasting | Video Editing | CSM | WordPress | Google Suite | Microsoft Suite | Trello | Zoom | Mailchimp | Zencastr | Discord | ChatGPT | Landscape Design & Maintenance | Qualitative Analysis | More...

Education

MBA - Masters of Business Administration – University of the People	February 2025
- In Progress	
Bachelor of Arts - Anthropology, Focus in Environmental Sustainability – Southern New Hampshire University	2022
- GPA: 3.49/4.0	

Certifications & Licenses

TESOL Professional Certificate – Arizona State University - In Progress	August 2024
NJ Notary Public – Gloucester County	June 18th, 2024 - June 18th, 2029
NJ Educator Certificate (NJEdCert) – New Jersey Department of Education (NJDOE)	2024
Introduction to UX Design – Georgia Technology Institute	2023
Certified Fertilizer Applicator – Rutgers University (Training on Eutrophication)	2020
Travel Writing – Matador University	2012

Relevant Professional Experience (Recent First)

ROMANIAN LEAGUE FOR THE DEFENSE OF ANIMALS (ROLDA) - www.rolda.org	February 2024 - Present
(5 Months)	

A dedicated non-profit organization committed to the rescue, rehabilitation, and rehoming of stray and abandoned animals in Romania, with a focus on ethical treatment and sustainable animal welfare practices.

Podcast & Video Producer/Host, March 2024 – Present

- Media Advocacy & Awareness – Spearheading the production of engaging multimedia content, including a brand new podcast titled *Paws & Reflect*, and videos, to raise awareness about animal welfare issues, the organization's initiatives, and success stories. Enhancing ROLDA's outreach and impact through compelling storytelling and high-quality production.
- Strategic Content Development – Collaborating with animal welfare experts, veterinarians, and rescue specialists to develop informative and educational content. Crafting narratives that highlight the challenges and triumphs in animal rescue, promoting empathy and support for the cause.
- Community Engagement & Networking – Building and maintaining relationships with a global community of animal lovers, donors, and activists through multimedia platforms. Facilitating interactive sessions, interviews, and discussions that foster a supportive network for animal welfare advocacy.
- Technical Expertise & Innovation – Utilizing advanced media production tools and techniques to ensure professional quality content. Staying abreast of emerging trends in digital media to continually enhance the organization's media presence and audience engagement.
- Impact Measurement – Implementing analytics and feedback mechanisms to gauge the impact of media campaigns on audience engagement, fundraising efforts, and volunteer recruitment, contributing to the organization's strategic objectives and growth.

EDUCATIONAL STAFFING SOLUTIONS (ESS) - <https://ess.com/>

January 2024 - Present

(7 Months)

A leading national provider of substitute educational staffing and management solutions exclusively supporting K-12 schools, focused on enhancing educational outcomes and fostering a positive impact in school communities.

NJ Certified Substitute Teacher, February 2024 – Present

- ♦ **Educational Impact** – Stepped into diverse classroom environments, adapting teaching strategies to meet the varied needs of students across a range of subjects and grade levels. Implemented lesson plans, maintained classroom order, and ensured a continuity of education in the absence of the regular teacher.
- ♦ **Community Engagement & Development** – Fostered positive relationships with students, faculty, and staff, contributing to a cohesive school environment. Assisted in extracurricular activities and school events, promoting student engagement and community spirit.
- ♦ **Administrative & Technological Proficiency** – Utilized educational technology and digital platforms to enhance learning experiences and maintain records. Contributed to administrative tasks as needed, ensuring smooth operation within the educational setting.
- ♦ **Innovation & Adaptability** – Demonstrated flexibility and creativity in teaching methods, adapting to various learning styles and educational needs. Engaged in continuous professional development to stay abreast of educational trends and best practices.

THE SEASTEADING INSTITUTE - <https://www.seasteading.org/>

March 2021 – December 2022

(1 Year, 9 Months)

An international non-profit research and advocacy institution dedicated to living in and on our oceans in an eco-regenerative way known as "Seasteading."

Virtual Executive Administrative Assistant, March 2021 – December 2022

- ♦ **Executive Support** – Managed executive services for the President and Development Director such as: travel, meetings, phone support, data entry, email, filing, project management, volunteer management, and other administrative support. Updated website via WordPress.
- ♦ **Client Relations** – Proactive in establishing strong relationships with clients, colleagues, and community members. Interacted with journalists, documentary filmmakers, lawyers, scientists, engineers, politicians, billionaires, and other high profile individuals.
- ♦ **Social Media & Content Creation** – Managed company's social media accounts including: Discord Server, Facebook Groups, YouTube, Instagram, Odyssey, and company newsletter. Created and published blog posts for the company blog and engaged with our community via social media. **Sample YouTube Video - [March 2022 Social Event - Wetland Cycling with Colin Lennox](#) / Sample Article - [Simulations in Seasteading: Our First Role-Playing Scenario](#)**
- ♦ **Research** – Provided research and analysis for academic and scientific studies related to seasteading, clean energy generation, OTEC, and environmental re-generation. Created a text-based RPG for community participation and social research gathering related to theoretical seastead habitation. **Text Based RPG - [Seasteading RPG](#)**
- ♦ **Interviews** – Researched and vetted podcasts, journalists and documentary or film production companies for interviews.

Podcast & Video Producer, December 2021 – December 2022

- ♦ **Podcast** – Producer for The Seasteading Institute's podcast, "Seasteading Today," during its fourth season with oversight of multimedia and post-production process of online final edits, voice-over, and enhancing sessions to improve podcasts. **[Featured in beginning and ending of episodes.] Sample Spotify Episode - [Comprehensive Seasteading with Arktide](#)**
- ♦ **Social Media** – Managed the social media content of Discord, Facebook, and relevant YouTube and Odyssey content.
- ♦ **Interviews** – Structured interviews with key players and others with leadership of script development, content production, episode editing and transcription, and on-air talent when required. Set up equipment and recorded all interviews.

RED ROSE LANDSCAPING, LLC - No site.

March 2015 – December 2019

(4 years, 9 months)

South Jersey landscaping company catering to the Central-South Jersey area. Worked directly with the owner of the company.

Landscape Technician & Assistant

- ♦ **Landscaping** – Managed daily operational support for business providing landscaping and grounds maintenance services for business and residential customers. Services included aeration, seeding, mowing, thatching, trimming, edging, landscaping,

ALEXANDER CLAYTON

hardscaping, irrigation, fertilization, and tree limb cutting among other services. Learned about a variety of flora, how to care for them, and create coexisting micro-ecosystems.

- ◊ **Customer Relations** – Successfully brought on new clients and maintained good relations with existing clientele.

SELF-EMPLOYED - Personal Website

January 2010 – October 2015

(5 years, 10 months)

Self-employed freelance & contract creative & technical writer, editor, & transcriber. Clients have included but not limited to: Nerdwallet, Humanity+ Magazine, Cultural Asylum Magazine

Freelance & Contract Creative & Technical Writer, Editor, and Transcriber

- ◊ **Technical Writing, Editing, and Transcription** – Provided technical writing services for private individuals and businesses requiring journal articles, instruction manuals, and other technical information in collaboration with customers, designers, and manufacturers to ensure accuracy and completeness with easy-to-understand text.
- ◊ **Creative Writing & Editing** – Created core website copy, blogs, news articles, social media posts, banners, product descriptions, case studies, white papers, and e-books. Other writing included company biographies, landing pages and scripts. **Sample Article - Humanity+ Magazine - [One Small Step For Man, One Giant Leap for Humankind](#)**

Volunteer Service

Advisory Board Member – The Lifeboat Foundation – [Profile](#)

March 2011 – Present

(12+ Years)

- ◊ Participated in global forum discussions and group debates on a variety of global issues, advising on the Media & Arts Board.

Ambassador – The Seasteading Institute

December 2020 – March 2022

(1 Year, 3 months)

- ◊ Promoted the seasteading vision and represented the organization with efforts crucial to the success of its campaigns and advocating on its behalf.

Awards & Recognition

Certificate of Publication Awarded & Book Publishing – World Poetry Movement

2012

- ◊ **Awarded and internationally published** by the World Poetry Movement for the “Top 100 Best Young International Poets” in their international poetry book, *Harmony*.