

# ALYSSA SMALL

406.697.0965 | alyssajsmall@gmail.com | alyssasmall.com

## PROFESSIONAL EXPERIENCE

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**Billings Gazette**, City editor, January 2016-present

- Manage reporters. With increasingly tighter resources, I help reporters determine how best to use their time in terms of what stories to cover and how much time and energy to devote to them.
- Pitch and complete initiative to craft a mission statement for the Billings Gazette, with the goal of directing our paper's growth and building trust in our community.
- Schedule reporters and keep the vacation schedule. I moved the newsroom's vacation schedule from a hard-copy calendar to a Google calendar.
- Plan short-term and long term coverage. I developed a months-long plan for publishing our best stories, where before there was no plan.
- Manage and oversee print and web presences of the Billings Gazette. I determine when and where stories go online and in print and how to deliver them to readers online, in terms of email, social media and app notifications.

**Billings Gazette**, Copy editor, March 2014-December 2016

- Design daily paper and feature sections. I was responsible for editing stories for grammar and fluency, fact-checking, writing headlines, managing social media accounts, and managing reporters at night.
- Coordinate Empty Stockings feature. I worked with 10 nonprofits and government agencies to collect holiday gift requests of people in need around Billings. I edited, compiled, and designed them in print and published them online.

**Pierre Capital Journal**, Newspaper and magazine page designer, January 2013-February 2014

**Native News Project**, published in the Missoulian and the Billings Gazette, Reporter, spring 2012

## NONPROFIT AND VOLUNTEER EXPERIENCE

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**Christikon Lutheran Bible Camp**, Counselor, summers 2009, 2010, 2012

- Counsel groups of girls age 10 to age 18 during a week of backpacking, hiking, service projects, and Bible study. I led service projects, taught Bible study, led worships, cooked food for my family groups on the trails, taught outdoor stewardship, and worked to teach caring for community and God in every aspect of every day.

**Christikon Lutheran Bible Camp**, Volunteer, 2014-present

- Design semi-annual newsletter.
- Camp preparation weekend. I help prepare the camp for the summer season, cleaning cabins, managing the dish room, helping prepare meals, and completing larger camp maintenance projects including painting and inventorying.

## RECOGNITION

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- Sam Gilluly Award for Best Daily Paper in Montana, Billings Gazette staff, 2014-2018
- First place for best page layout and design, Better Newspaper Contest 2015, Division 5
- South Dakota Newspaper Association's Outstanding Young Journalist nominee by the Capital Journal, January 2014
- Edward B. Dugan award for unusual leadership on the Montana Kaimin, spring 2012

## EDUCATION

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**Poynter Institute**, December 2018

- Essential Skills for Rising Newsroom Leaders weeklong course

**Open Matter journalism conference**, CUNY, April 2018

- Three-day intensive course teaching design thinking

**University of Montana-Missoula**, August 2008-December 2012

BA Journalism *received with honors* May 2012

BA Creative Writing *received with honors* December 2012

**Edinburgh Napier University**, spring 2011

## SKILLS

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- Strong leadership, interpersonal and communication skills
- Graphic design
- Website design and content management
- Social media management
- Photography; audio and video production
- PowerPoint, Google Slides and Prezi
- Fast, conscientious learner