

# ALLEN WARREN



## EXPERIENCE

### Teaching Assistant

CMU Dept. of Mechanical Engineering | Pittsburgh, PA Aug. 2025–Present

- Teach, grade, & provide instructor support in a professional development writing course for 70+ third-year mechanical engineering students
- Give feedback on students' written assignments to conform to industry standards
- Lead absent students through instructor course content & peer reviews

### Communication & Language Support Consultant

CMU Student Academic Success Center | Pittsburgh, PA Aug. 2025–Present

- Collaborate with undergraduate students across different disciplines to improve content, organization, & style of their professional & academic communication
- Offer one-on-one & small group communication tutoring & workshops
- Teach strategies for communicating research, proposals, presentations, essays, & academic application materials

### Digital Content Producer

WTAE-TV | Pittsburgh, PA

Sept. 2022–Sept. 2024

#### Writing, Web Management, & Coverage

- Wrote, edited, & promoted articles on breaking news, politics, sports, & tech
- Managed content publication & page layout for website within 3-person digital team, growing average daily page views by 20% to 300,000 over 6 months
- Capitalized on Google Trends & Parse.ly data to maximize SEO impact
- Crafted & distributed push notifications reaching more than 380,000 app users
- Scheduled interviews; researched potential story ideas; & collaborated with reporters, producers, & anchors to investigate leads for news coverage

#### Social Media Management

- Strategized content posting & wrote social copy reaching over 925,000 followers & subscribers on Facebook, Instagram, Twitter/X, Threads, YouTube, & TikTok
- Implemented Instagram link-in-bio to direct user traffic to web stories
- Edited reporter, aerial, & archival footage for YouTube & social media channels
- Designed graphics, templates, & charts through Photoshop, Canva, & Infograms

#### Leadership

- Dominated Pittsburgh-area coverage of first attempted assassination of Donald Trump, beating online competition to generate 2 million page views in 24 hours
- Led strategy for Instagram & TikTok, adding nearly 10,000 new followers
- Trained 6+ interns in newsroom procedures & best digital journalism practices

### Co-Editor

[Odyssey](#) (BSU Honors College) | Muncie, IN

Aug. 2021–May 2022

- Reviewed, edited, & published dozens of fiction, poetry, & art submissions
- Drafted print copy & coordinated promo materials in 3-person editorial team
- Trained 4 student submissions editors in line & copyediting contributors' writing

### Web Content & Communications Intern

[Plastic Free Washington](#) | Remote (Seattle-based)

Oct. 2021–Feb. 2022

- Wrote, designed, & published pages for an environmental science coalition's WordPress website as they prepared for an upcoming legislative session
- Edited web copy alongside environmental scientists, stakeholders, & activists
- Designed infographics & other visual aspects for site pages using Canva
- Researched microplastics & impacts through ScienceDirect & related databases
- Represented the coalition at a virtual statewide waste-management conference

## CONTACT

Pittsburgh, PA

[phone no. upon request]

[allenwarren100@gmail.com](mailto:allenwarren100@gmail.com)

[LinkedIn](#) | [Website](#)

## EDUCATION

*Carnegie Mellon University*

Pittsburgh, PA

MA, Professional Writing

*Expected Graduation:*

*December 2026*

*Ball State University*

Muncie, IN

BA, English Studies

GPA: 4.0

Minors: French,

Political Science,

African American Studies

2018–2022

## SKILLS / COMPETENCIES

Creative	Social media
Cloud	strategizing
(Premiere,	Web
Photoshop,	accessibility
InDesign)	SEO best
Copyediting	practices
(AP, MLA,	Figma
Chicago/	ENPS
CMOS, APA)	HTML
CMSs (Word-	HTML
Press, UpLynk)	CSS

## COMMUNITY ENGAGEMENT

[Friends of the Riverfront](#)

Trail Steward

Allegheny County Elections

Poll Worker

Pittsburgh Pride Revolution

Festival Assistant

[Muncie LGBTQ+](#)

[Oral History Project](#)

Researcher & Interviewer