Allen Warren

[phone no. upon request]
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LinkedIn | *Website*

EXPERIENCE

Writing & Communications Intern

CMU College of Engineering | *Pittsburgh, PA* | *May 2026–Now*

- Write web & print articles sharing cutting-edge engineering research from 14 departments & institutes, translated for general audiences
- Interview engineering faculty, entrepreneurs, & students across CMU locations in Pittsburgh, Silicon Valley, & Rwanda
- Create social media content for Facebook, Instagram, Twitter/X, & LinkedIn
- Regularize documentation for college's content management system

Teaching Assistant

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

Teaching

- Teach, grade, & support nearly 300 undergraduate & graduate students in 2 mechanical engineering professional development courses
- Train students how to present engineering standards to non-experts, design assertion-evidence slide decks, & write using IMRaD paper structure
- Guide students to write & edit professional documents ethically using genAI

Project Management

- Assign grading duties & teach course content to 10 teaching assistants
- Collaborate with course professor on designing new instructional content
- Coordinate weekly small-group meetings to review lectures with students

Communication & Language Support Consultant

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

- Advise undergraduate, master's, & PhD students on drafting proposals, presentations, essays, conference posters, & academic applications
- Guide multilingual students in American English conversation & writing skills

Digital Content Producer

WTAE-TV | *Pittsburgh, PA* | *Sept. 2022–Sept. 2024*

Writing, Web Management, & Coverage

- Wrote & edited 2,000+ articles on local news, politics, sports, & tech
- Scheduled interviews; researched pitches; & collaborated with reporters, producers, & anchors to investigate leads for coverage
- Managed web publishing & page layout within 3-person team, growing average daily page views by 20% over 6 months
- Crafted & distributed push alerts reaching more than 380,000 app users

Social Media Management

- Created & strategized content to reach nearly 925,000 followers on Facebook, Instagram, Twitter/X, YouTube, & TikTok
- Designed graphics & charts using Photoshop, Canva, & Infograms
- Implemented Instagram link-in-bio to direct user traffic to web stories

Leadership

- Dominated local coverage of 2024 Donald Trump rally shooting, beating competition to generate 2,000,000+ page views in 24 hours
- Introduced strategies for Instagram & TikTok, adding 10,000+ followers
- Trained 6+ interns in newsroom procedures & best digital practices

EDUCATION

Carnegie Mellon University (Pittsburgh)

MA, Professional Writing

GPA: 4.0

Aug. 2025–Dec. 2026 (expected)

Ball State University (Muncie, IN)

BA, English Studies

(Minors: Political Science, French, African-American Studies)

GPA: 4.0

Aug. 2018–May 2022

- Outstanding Graduating Senior Award
- Presidential Scholarship

SKILLS & COMPETENCIES

HTML
CSS
Python
Adobe products *(Premiere, Photoshop, InDesign)*
Figma
Miro
CMSs *(WordPress, UpLynk, Cascade)*
SEO best practices
Web accessibility
Copyediting *(AP, MLA, Chicago)*

COMMUNITY ENGAGEMENT

Friends of the Riverfront Trail Steward

Allies for Health + Wellbeing Food Bank Assistant

Allegheny County Elections Poll Worker