



ALEXIS HUDDLESTON-MONROY

CONTACT

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 610 NE Alices Road Apt 6
Waukee, Iowa 50263

EDUCATION

MASTERS OF SCIENCE

Drexel University
2023-2025

BACHELORS OF ARTS AND SCIENCES

Drake University
2018-2021

CERTIFICATIONS

Social Listening, Hootsuite 4 All,
Aug. 2025
Social Media Marketing, Hootsuite 4
All, Aug. 2025
How to Use Hootsuite, Hootsuite 4
All, Aug. 2025

SKILLS

Brand Messaging
Project Management
Content Planning and Scheduling
Analytics and Performance Tracking
Bilingual

SUMMARY

I'm a bilingual communications professional with experience in community outreach, digital engagement, and stakeholder coordination. I've led public health and immigration-focused campaigns, managed committees, and supported mission-driven initiatives through clear, effective messaging. I'm Hootsuite certified and skilled in creating and managing social media content, analyzing engagement, and using digital tools to enhance outreach. I also have a strong background in event planning, fundraising, and cross-cultural communication.

EXPERIENCE

FARM COORDINATOR

Sustainable Iowa Land Trust; Des Moines, Iowa
Aug. 2022- Jan. 2025

- Managed land acquisition projects—including conservation easements, life estates, in-fee donations, and ACEP-ALE agreements—in coordination with Regional Coordinators and NRCS.
- Oversaw internal committees (Land Acquisition, Farmers, DEI, SILT Fest) and maintained strong relationships with internal and external stakeholders.
- Led fundraising efforts, organized events, and handled legal documentation through Iowa Land Records, including easements, deeds, and baseline reports.

FIELD COORDINATOR

League of United Latin American Citizens and Forward Latino;
Des Moines, Iowa
Sep. 2021- Nov. 2021

- Led text messaging outreach campaigns using SPOKE, a peer-to-peer communication platform.
- Directed community outreach initiatives focused on COVID-19 vaccination awareness within Iowa's Hispanic/Latino population.
- Collected and analyzed key demographic and health-related data from the Hispanic/Latino community in Iowa to inform outreach strategies.

LEGAL ASSISTANT

Sonia Parras Law Firm LLC; Des Moines, Iowa
May 2021-August 2021

- Served as Project Lead for T-Visa student support, assisting non-immigrant visa holders who were victims of severe human trafficking in Iowa.
- Managed and organized case files for U-Visa applicants—individuals seeking legal status in the U.S. as victims of qualifying criminal activity.
- Scheduled client appointments and coordinated with stakeholders to ensure clear communication and aligned expectations.