

STEPHANIE STEVENS

CONTACT



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SKILLS

- Copywriting
- Copy Editing
- Proofreading
- AP Stylebook
- Basic HTML Coding
- Apple iMovie
- Adobe Creative Suite
- Facebook Blueprint Certified
- Google Analytics Certified
- G Suite
- Microsoft Office
- Florida Notary Public
- Intervals Project Management

EDUCATION

Bachelor's of Science, Media and Communication Studies

Florida State University

2014-2018

Minors: Film Studies; English

GPA: 3.7

ACTIVITIES

- **2013-2022:** Creative Writing Blog
Content Creator

WORK EXPERIENCE

Project Manager

Borgzinner Inc

2019-Current

- Manage over twenty ongoing projects simultaneously through all steps of pre-production, shop drawings, production, and installation. Projects range from \$20k-\$1.1M.
- Purchases materials, hardware, and samples from various vendors and contacts.
- Keeps open communication between clients and factory floor, making sure all are on the same page, timelines are kept, any changes are recognized and acted upon, and any issues are solved efficiently and without conflict.

Account Coordinator

JVS Marketing/Blue Gorilla Digital

2018-2019

- Managed eight client accounts, overseeing all creative projects and communications.
- Provided aid on several other accounts when needed.
- Proofed and edited all creative relevant to my clients, giving feedback to artists when necessary.
- Pushed all creative through compliance, making sure all images and copy passed all regulations.
- Wrote, edited, designed, and published email blasts for email campaigns for all eight client accounts.
- Created, wrote, edited, and published blogs for the company blog via WordPress.
- Worked seamlessly with the both the Account Services and Art teams to create an efficient workflow.

Digital Marketing Intern

Current Agency

2018-2018

- Created shareable online content and monitored social media communities.
- Analyzed data, researched and developed social/digital advertising campaigns.
- Researched potential clients for specific target markets.
- Developed comprehensive marketing and social media marketing plans for given client, resulting in renewed interest in the product and reinvigorated social media channels.

Public Relations Intern

Treat Public Relations

2017-2017

- Learned the tools of the public relations trade under the tutelage of Meg Treat.
- Created press materials for various clients including media alerts, press releases, fact sheets, and social media posts.
- Engaged with projects that were seen by clients and used in campaigns.
- Pitched and secured a radio interview for a client on a local station, creating more local awareness of their event.

STEPHANIE STEVENS

HI AIRBNB TEAM,

I know when you look at my resume it may not scream Communications Specialist to you. Yes, I have had previous Communications experience, but for the last four and a half years I have been working in the construction industry. I won't deny it—I'm proud of the work I've done—and while it might not seem like the skills for my current job and the skills for Communications Specialist align—well, do I have a surprise for you.

I'm not sure if there is a more fast-paced, collaborative, and team-oriented environment than that of the construction industry. In my time as the senior Project Manager at Borgzinner Inc., I have constantly had to stay light on my (mental) feet, solving problems as they arise throughout every day. With construction, nothing is set in stone (no pun intended). Especially as a specialty contractor, so many variables have to work properly before we step in to do our job, and there is never an instance where at least one thing does not change. Between last minute material swaps to flood damage on job sites, I have had to learn to be quick to pivot and find viable solutions without panicking. You also go nowhere without your team, and so I am very happy to work collaboratively with a group to achieve our goals.

What you will not see on my resume is that Borgzinner Inc. is actually a family business, run by my father. As such, I have taken on other roles besides the Project Manager position, including helping set up a proper vacation tracking system as our unofficial HR department. When my father is away, I also take on all administrative duties of the President, including payroll, billing, sample shipments, and tracking of the business' daily progress on all active projects. So, safe to say I know how to multi-task, how to lead a team, how to prioritize, and how to keep things confidential.

From my past experience in the Communications field, I have written briefs, press releases, and media pitches (one of which was successful in getting a pitch read on local Tallahassee radio) with Treat PR. I also have experience creating, proofing, and executing advertising campaigns through my time at Blue Gorllia Digital and as an intern with the Current Agency.

As for writing, while I don't have much to show in a career capacity, I have been writing all of my life. It is my first and most consistent love, next to pop culture believe it or not. I created and wrote on my own creative writing blog for over ten years, and while that was a more fiction based endeavor, my skills naturally transfer into the Communications field. And while I am not the most active poster on social media, I am one hell of a social media stalker. On my trivia team, I am always the pop culture guru, and do my best to keep up to date on all the trends, headlines, and memes (mainly for the trivia team, but it works for this job too).

In all seriousness, I am very interested in bringing my skills to the Airbnb team, and am ready to learn and fine tune whatever skills I don't yet possess. I look forward to the opportunity.

SINCERELY,



STEPHANIE STEVENS
