



# stephanie stevens

COMMUNICATIONS PROFESSIONAL

 [stephanielstevens.com](http://stephanielstevens.com)

 /thenamessteph

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## experience

**Borgzinner Inc. | Project Manager** May 2019-  
Present

- Responsible for 5+ projects simultaneously through all steps of pre-production and production.
- Purchased materials, hardware, and samples from various vendors and contacts.

**JVS Marketing | Account Coordinator** May 2018-  
April 2019

- Responsible for 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.
- 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.

**Current Agency | Digital Marketing Intern** Jan 2018-  
April 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.

**Treat Public Relations | Public Relations Intern** Aug 2017-  
Dec 2017

- Learned the tools of the public relations trade under the tutelage of Meg Treat.
- Created press materials for various clients.
- Engaged with projects that are going to be seen by clients and used in campaigns.
- Pitched and earned a radio interview for a client on a local station.

**Borgzinner Inc. | Marketing Intern** May 2017-  
Aug 2017

- Solely responsible for renovating the company's website and print marketing materials.
- Traveled to job sites to photograph finished products for the website.
- Developed office forms to aid in organization and efficiency in the workplace.

## profile

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Palm Beach Gardens, FL 33418

## education

**Bachelor of Science in Communication and Digital Media Studies; Minor in English; Minor in Film Studies** 2014-2018

Florida State University, Honors Program | GPA: 3.7, Magna Cum Laude

Relevant Coursework: Writing and Editing, Film Studies, Public Speaking, Film Production, Television Production, Media Studies

**High School Diploma, Major in Communications** 2010-2014

Alexander W. Dreyfoos High School of the Arts

## activities/awards

**Phi Sigma Pi Honor Fraternity** 2016-2019

Brother, Judicial Board Representative, Scholarship Chair, Alumni Advisor

**Her Campus FSU** 2017-2018

Staff Writer

**The Tab FSU** 2016-2017

Staff Writer, Fellow, Intern

**Florida State University**

**Dean's List**

May 2015, Dec 2015, Dec 2016, May 2017, Dec 2017, May 2018

**Phi Eta Sigma Honors Society** 2015-2018

Member

## skills & certifications

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Basic HTML Coding
- Facebook Blueprint Certified
- Google Analytics Certified
- Copy Writing