



# STEPHANIE HELD

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sjheld.com

## EDUCATION

Westminster College, Salt Lake City

B.A., **Communication**, Minor in History, 2019

## WORK EXPERIENCE

**Communications Specialist**, New Moms, Chicago, Aug. 2019 – Present

- Coordinate all publications including New Moms' blog, monthly e-newsletters, daily social media, and ad hoc e-blasts
- Develop and execute community outreach strategies to 6 support special events and fundraising campaigns including designing and writing marketing materials, reports, and event communications
- Collaborate with staff and participants to write 10 accounts of impact of New Moms for use in communications and development materials
- Serve as a member of a year-long service program for young adults living and working in underserved communities. Volunteer placement at New Moms

The Forum Student News Organization, Westminster College, Salt Lake City,  
May 2017 – May 2019

**Editor-in-Chief**, May 2018 – May 2019

- Oversaw five student editors, 15 student staff writers and contributors
- Managed the publication of nine print issues of the paper, 40 videos and podcast episodes, and over 200 written articles
- Planned and executed curriculum in the classroom including workshops to develop interpersonal communication and journalistic writing skills
- Supervised internal and external relations with members of the college and larger city community

**Online & Social Media Manager**, May 2017 – May 2018

- Uploaded and managed new content – 75 articles, 20 videos, and 15 podcasts – on The Forum's website, SoundCloud, and YouTube accounts
- Wrote daily social media messages for Facebook, Instagram, and Twitter accounts to promote reporting

**Public Outreach Intern**, Preservation Utah, Salt Lake City, Fall 2018

- Researched, wrote, and uploaded scripts for seven self-guided walking tours for Utah Heritage App
- Shot, edited, and uploaded photographs for each tour
- Edited audio narrations to accompany each stop for museum-based tour

## COMPUTER SKILLS

- Adobe Creative Suite, WordPress, Constant Contact, Canva, MS Office