

# STEPHANIE PAIGE BARNETT

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## Summary

Creative Writer and Public Relations / Marketing Professional adept at producing copy and design for articles, internet, public relations and marketing materials. Goal-driven Project Management Specialist with 8 years of significant, progressive business development, public relations, community relations, and marketing experience that is highly applicable to management, including ability to cultivate strong business relationships and resolve issues in a way that propels innovation and growth. Energetic, results-oriented achiever who can inspire and motivate team members, successfully manage multiple priorities, and perform under pressure in a fast-paced, rapidly changing environment. Detail oriented, well organized self-starter who is comfortable taking initiative and working independently. Effective team player with strong interpersonal and communication skills.

## Professional Experience

**Lee Hecht Harrison** Woodland Hills, CA **2008 – 2009**  
***Project Coordinator, Temporary Employee***

- Coordinated all aspects of onsite outplacement seminars for companies experiencing layoffs - event planning and management.
- Processed, tracked, and billed companies and clients through several client management databases - SalesTrac, CMS, Salesforce.com, Sydney, Ceridian.
- Managed contracts, confirmation of services, scopes of works for new and existing customer companies - contract management.
- Provided customer service and advice to customer companies and individuals needing direction related to seminar program or individual outplacement needs - customer service.
- Trained incoming sales and operations support personnel to assume this position - training and management.

**STORYOPOLIS** Sherman Oaks, CA **2008**  
***Marketing Coordinator & Retail Clerk***

- Promoted Storyopolis and store services at offsite events
- Developed targeted outreach strategies and related marketing materials including catalog and fact sheet
- Worked personally with customers answering questions, suggesting products, receiving calls and phone orders
- Built customized gift baskets, selecting products per customer interests and requests
- Used Retail Pro 8.0 to process receipts, sales orders, customer mailing information, and reports

**Associated Ministries** Tacoma, WA **2005—2008**  
***Development Director***

- Wrote and managed website's donor and event content, and wrote website copy for programs
- Designed and produced ad materials for fundraising events including auction hot sheets, newspaper advertisements, press releases, event posters, and invitations using Adobe CS2 programs
- Participated in the concept and development process of the agency's new logo and brand identity
- Organized two major annual fundraising events with 350-plus attendees respectively
- Constructed agency's long-term strategic plan
- Developed long-term fundraising strategy aligned with strategic plan
- Researched, planned, directed, and implemented comprehensive development program – donor relations, grants, annual fund plan, special events, and planned giving from diverse resources
- Performed general management responsibilities - annual plans, budgets, reports, and evaluation and oversight of gift tracking systems
- Supervised grant writer

**State Department of Community Trade & Economic Development** Olympia, WA

2003—2005

***Project Management Associate, Governor's 787 Project Coordination Office***

- Assisted in oversight and project management of Boeing Company contract with Washington State
- Developed targeted marketing plan for implementation by key stakeholders
- Developed Action Washington – a state aerospace industry brand and subsequent marketing materials
- Produced official website [www.action.wa.gov](http://www.action.wa.gov)
- Wrote press releases and statements for state communications
- Researched and wrote relevant industry reports
- Planned, facilitated, and coordinated work on multiple projects
- Recruited and retained aerospace industry businesses
- Established collaborative relationships among various project and department related principals
- Assisted with federal-level grant writing and proposal development
- Developed and managed \$300,000 office budget and provided general office support

***Communications Assistant to the Communications Director***

- Created press kits and marketing pieces for agency divisions
- Wrote press releases for agency events
- Developed and produced agency-wide news clipping update
- Contributed to agency web content
- Performed general research
- Promoted to Project Assistant and Project Associate

**Gamers Productions LLC, Dead Gentlemen Productions** Tacoma, WA

2004—2006

***Publicist, "The Gamers: Dorkness Rising"***

- Developed communication and marketing plans, strategies, and timelines for production and distribution of two movies: *The Gamers: Dorkness Rising* and *Demon Hunters: Dead Camper Lake*
- Produced media contact lists, created press kit, built relationships with industry media, garnered media coverage
- Raised \$17,000+ for project funding
- Oversaw film website development
- Fashioned movie brand identity and brand recognition via outreach tactics
- Supervised interns - work allocation, training and performance evaluation

**Fort Lewis Ranger** Lakewood, WA

2003

***Freelance Reporter*****Observer** Ellensburg, WA and Remote Locations

2000—2003

***Copy Editor & Contributing Freelance Reporter***

## Skills

- Mac OS and Windows 9x/NT/XP/Vista
- Adobe, PageMaker, Photoshop, InDesign, Quark
- Blue Voda, other HTML generators, basic HTML
- Proficient in Internet activities
- Donor Perfect, CMS, Sydney, SalesTrac, Salesforce
- Microsoft Professional Office Suite

## Education

*BA Public Relations, BA French, Central Washington University, Ellensburg, WA*

*Diploma (DEUG1 Equivalence), University of Nice-Sophia Antipolis, Nice, France*

## Awards & Achievements

2007 Business Examiner Women of Influence Award, Rising Star Nominee

2006-2007 Board Member, Freehold Theatre and Studio Lab, Seattle, WA

Honor Society of Phi Kappa Phi, Member since 1999