

# STEPHANIE MATHIS

Atlanta, GA, USA

LinkedIn: [www.linkedin.com/in/sdm1984](https://www.linkedin.com/in/sdm1984)

Portfolio: <https://sdm1984.github.io/Portfolio/>

GitHub: <https://github.com/Sdm1984>

## PROFILE

Early career technology professional leveraging over 15 years of experience in higher education and media to bring a fresh perspective on how users interact with software platforms. Earned Full-Stack Web Development Certificate from Georgia Institute of Technology and **learned 26 new technologies in 24 weeks**. Demonstrated ability in planning and executing engaging events and programs designed to advise and educate a wide range of audiences. **Combining 5-year media experience, delivered, and produced creative communications for different channels such as newsletters, videos, brochures, website, social media to inform, advise, and educate clients.** Possesses strong communication and stakeholder management skills while taking a creative approach to problem-solving.

## CONTACT

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## SKILLS

- HTML5
- VSCode
- Slack
- CSS3
- JavaScript ES6+
- APIs
- Node.js
- Bootstrap
- Command Line/Git
- jQuery
- Canva
- Project Management
- Microsoft Office

## EDUCATION

### Certificate

**Full-Stack Web Development  
Bootcamp,**  
Georgia Institute of Technology  
June 2022

### Certificate

**IDI Qualified Administrator, IDI, LLC**  
June 2021

### Master of Science

**International Affairs,  
Graduated with Distinction**  
Florida State University  
Dec 2007

### Bachelor of Arts

**Political Science,  
African Studies Minor**  
College of Charleston  
May 2006

## WORK EXPERIENCE

### International Student & Scholar Advisor (DSO & ARO)

Emory University, Atlanta, GA, May 2019 - Present

- Guided about 4,000 international students and scholars regarding federal immigration and employment regulations.
- Troubleshoot client problems with ISSS Link (Sunapsis) Software.
- Plan and execute all pre-arrival and orientation programs and events.
- Develop and update communications across e-forms, templates, newsletters, and the ISSS website.
- Wrote the content and voiced over OPT and H-1B explainer videos.
- Advise other departments on recruiting, hosting/hiring, and maintaining the status of foreign nationals in F-1, J-1, H-1B, E-3, O-1, and TN immigration status and for permanent residence.

### International Student & Scholar Advisor (DSO & ARO)

Georgia Institute of Technology, Atlanta, GA, Nov 2017 – May 2019

- Advised approximately 5,000 F-1 & 1,000 J-1 students, scholars, and dependents.
- Led the planning and execution of new student & scholar orientation and delivered presentations each term.
- Prepared internal and external reports related to the international student population.
- Advocated for the GT global community and supported engagement activities & served as the advisor for the GT International Ambassadors.

### International Student Services Coordinator (DSO)

Christian Brothers University, Memphis, TN, Nov 2016 – Nov 2017

- Assembled career development programs with the Department of Career Services such as résumé writing workshops & interview tips.
- Worked closely with the cross-functional teams including office staff, directors, academic program officials, and Dean of Students to manage matriculation of admitted international students.
- Provided support to Admissions Office staff members, faculty, and other support units to discuss retention strategies, goals, and supervised student workers.

### International Services Coordinator

The National Society of Black Engineers, Alexandria, VA, Dec 2008 – July 2009

- Supported event organization from planning to execution of on- and off-campus programs and events including international workshops, conferences, orientations, leadership summits.
- Organized International Education Week and recruited 300+ new members in Trinidad & Jamaica. Collaborated with the corporate relations team in securing \$50,000 international scholarships and in-kind donations from Microsoft for K-12 chapters.
- Developed and wrote content such as articles and case studies for NSBE Publications.

## PROFESSIONAL DEVELOPMENT

### WellCome | [Project Link](#) Collaborator

- Delivered elevator pitch and received praise for designing a visually appealing deck which went beyond the outline by emphasizing the goal of the app contextually.
- Back-end team member and organized the Kanban board.

### Password Generator | [Project Link](#) Creator

- Modified starter code to create an application that enables users to generate random passwords based on criteria they've selected.
- This app will feature dynamically updated HTML and CSS powered by JavaScript code.

### Work Day Scheduler | [Project Link](#) Creator

- Developed front-end with HTML, CSS, Bootstrap, and Vanilla JS.
- Created a simple calendar application that allows a user to save events for each hour of the day.
- The Moment.js (<https://momentjs.com/>) library was used to include the date and time.

## PRESENTATIONS

### "Bringing the World to Emory" - Ongoing

### Immigration/Employment Workshops -Ongoing

### "Intercultural Communication Training for Emory University's Academic Fellows" 2019-2020

### "It's a Different World: Understanding the Benefits of Cultural Diversity and Cross- Cultural Communication in Our Ever-Changing Global Society" Spring 2017

## MEDIA EXPERIENCE

### Research Planner (FSU Study Abroad Program)

The National Assn. for the Conservation of Nature, Panama, May 2007 – Aug 2007

- Identified inaccessible locations on-site and proposed recommendations to the client on improving trail conditions for people with disabilities.
- Delivered proposals defining steps needed to systematically build an accessible trail.

### Journalist

Freelance, Pinewood, SC, Sep 2015 – Nov 2016

- Planned editorial and marketing content for bloggers and global media clients.
- Adhered to preferred editorial style and format standards and wrote stories accordingly.
- Collected and verified newsworthy information to develop story ideas.
- Received assignments and followed news leads/tips.

### Associate News Producer/Writer

CBS Corporation (CBS News 11), Fort Worth, TX, Oct 2014 – Sep 2015

- Managed news broadcasts and oversaw the development of news stories to create a cohesive show.
- Wrote clear and concise content for on-air talent.
- Collaborated with marketing department in developing high-impact, high-reach marketing collateral on a variety of media and organized web content.

### News Producer/Reporter

Media General (CBS News 13), Myrtle Beach, SC, Feb 2012 – Sep 2014

- Fostered all aspects of morning show production and supervised a team of 5 members.
- Collaborated with news directors, reporters and anchors and supervised the overall content, flow of news distribution, and executed breaking news stories.
- Worked with Senior Producers to plan the South Carolina 7th Congressional District Debate and filled-in for evening shows.

### Associate Producer/Video Editor

South Carolina ETV (PBS Affiliate), Sumter, SC, Feb 2011 – Feb 2012

- Supported all video production phases from pre- to post-production to delivery.
- Aid producers in research and development of show topics.
- Generated and pitched content/news ideas to production team.