

Stephanie Mathis

Atlanta, GA, USA

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Career Summary

Technical savvy professional who consistently expands knowledge of new technology – expertise and transferrable skills in Full-Stack Web Development, Sales and Business Development. Seeking a long-term transition into the Tech field within a growth-focused progressive company where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for personal growth.

- Earned Full-Stack Web Development Certificate from Georgia Institute of Technology; acquired over 26 new technologies skills and knowledge in 24 weeks.
- Combined 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 a deep understanding of business objectives of internal and external stakeholders; evangelizes project visions and build trust by maintaining an accurate and achievable roadmap.
- Thrives on challenge and works well under pressure, with technical expertise to learn new environments quickly, locate inefficiencies in code, and provide quick solutions with project management skills that drive a quality development process forward.

Technical Proficiencies

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

Professional Experience

International Student & Scholar Advisor (DSO & ARO) | Emory University – Atlanta, GA | May 2019 – Present

- Maintained an up-to-date knowledge of federal immigration and employment regulations which was passed across to over 4,000 international students and scholars; identified clients' issues and carried out troubleshooting with ISSS Link (Sunapsis) Software.
- Took charge of the complete launch of all pre-arrival and orientation programs and events from the idealization stage to the execution state.
- Handled the circulation of information via the creation of e-forms, templates, newsletters and the ISSS website; developed quality content and performed voice over OPT and H-1B explainer videos to effectively pass more information across.
- Provided advice and immense support for the recruitment, hosting/hiring, and the maintenance of foreign nationals' status in F-1, J-1, H-1B, E-3, O-1, and TN immigration status and for permanent residence for other departments.

International Student & Scholar Advisor (DSO & ARO) | Georgia Institute of Technology – Atlanta, GA | Nov 2017 – May 2019

- Provided specialized student support to over 5,000 international students (F-1 & 1,000 J-1 students, scholars, and dependents), by providing academic and immigration advising services, career counselling, as well as new student orientation to meet the needs of the international student population.
- Helped new students and scholars learn about on- and off-campus resources and support services through new student and scholar orientation programs and events.
- Prepared internal and external reports related to the international student population, acted as an advocate 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

- Developed career development programs in collaboration with the Department of Career Services to help students understand the relationship between academics, career and education planning and achieving their own career goals to keep them motivated and making them self-directed learners.
- 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

- Assisted in the organizing of on-campus and off-campus programs and events, such as international workshops, conferences, orientations, and leadership summits, from the planning stages all the way through to their execution.
- Led the organization of International Education Week and the recruitment of more than 300 new members in Trinidad and Jamaica.

- Worked in conjunction with the business relations team, and was successful in obtaining in-kind grants and overseas scholarships totaling \$50,000 from Microsoft for K-12 chapters.
- Developed and wrote unique content for NSBE Publications, including articles and case studies.

Research Planner (FSU Study Abroad Program) | *The National Assn. for the Conservation of Nature – Panama* | May 2007– Aug 2007

- Recognized inaccessible areas on-site and provided ideas to the client on how to improve trail conditions for those with disabilities.
- Submitted proposals outlining the necessary steps for constructing an accessible route in a methodical manner.

Journalist | *Freelance – Pinewood, SC* | Sep 2015 – Nov 2016

- Planned editorial and marketing content for bloggers and global media clients.
- Maintained adherence to the recommended editorial style and format requirements while writing stories in accordance with those criteria.
- Gathered and checked potentially noteworthy information in order to come up with story ideas.
- Received assignments and followed tips and news leads.

Media Related Experience

Associate News Producer/Writer | *CBS Corporation (CBS News 11) – Fort Worth, TX* | Oct 2014 – Sep 2015

- Responsible for managing news broadcasts and supervising the development of news articles in order to provide a coherent show.
- Composed content that was direct and to the point for on-air talent.
- Assisted the marketing department in the production of marketing collateral with a high impact and high reach across a variety of media and in the organization of site content.

News Producer/Reporter | *Media General (CBS News 13) – Myrtle Beach, SC* | Feb 2012 – Sep 2014

- Assisted with the development of all areas of the morning show production while supervising a crew of five individuals.
- Supervised the overall content, dissemination of news, and execution of breaking news stories in collaboration with news directors, reporters, and anchors.
- Assisted Senior Producers with the organization of the South Carolina 7th Congressional District Debate and filled in for evening shows as needed.

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; supported producers with research and the development of show topics, and generated and pitched content/news ideas to production team.

Projects

Collaborator – WellCome | <https://wellcome-gtbc.herokuapp.com/>

I delivered an elevator pitch and earned compliments for building a visually stimulating deck that went beyond the outline by emphasizing the aim of the app in a contextual manner. Served as a member of the back-end team and was responsible for organizing the Kanban board.

Creator – Password Generator | <https://sdm1984.github.io/JavaScript-Password-Gen/>

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.

Creator – Work Day Scheduler | <https://sdm1984.github.io/Work-Day-Scheduler/>

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.

Education

Certificate – Full-Stack Web Development Bootcamp,
Georgia Institute of Technology | June 2022

Certificate – Sales B2B Sales & Business Development for Startups

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