

Stephanie Will

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University of South Carolina

Bachelor of Science in Biology

Graduated 2014

Green Gate Marketing

02/2018 – Present

Project Manager

- Develop project plans that account for client needs and resource availability
- Manage team's time and tasks associated with project milestones
- Ensure successful project delivery through active communication and risk mitigation during each phase of the project lifecycle
- Manage vendor relationships by facilitating communication and providing project briefs and resources
- Work with client services director to create and execute company marketing plan
- QA test digital products to ensure functionality and adherence to design standards

Green Gate Marketing

10/2017 – 02/2018

Digital Marketing Intern

- Worked on client retainer projects making web updates, building emails, and creating social content
- Assisted account team with project discovery through industry research, client surveys, and asset audits
- Performed competitor analysis to inform company marketing goals

Heathwood Hall Episcopal School

07/2014 – 05/2017

Digital Communications and Gifts Manager

- Led implementation of new company website
- Worked with marketing director to create consistency across branding and messaging
- Supported fundraising department by improving donor experiences
- Coordinated with business office to balance accounts

U.S. Army Corps of Engineers

05/2009 – 12/2012

Office Assistant

- Corresponded with applicants and consultants about project statuses
- Created presentation materials for community programs
- Reviewed contractor payroll documents