

SAVANNAH LEE STEPHENS

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WORK EXPERIENCE

The Washington Post and Companies — Washington, D.C.

Editorial Aide- Features Section

July 2016- Present

- Produce stories for the Sunday Arts and Style Section, managing stories from start to finish, including in scheduling classical music and dance reviews for critics and a large number of freelancers, monitoring deadlines and arranging access with theatres, and overseeing the production of stories through until print
- Write for and otherwise contribute to the Sunday Arts, Lifestyle Blog, and Weekend sections
- Write the classical music listings for seasonal previews
- Assist coverage for the Arts and Entertainment blog for big news events like the Oscars, the 2017 Presidential Inauguration, and the opening of the National Museum of African American History and Culture
- Responsible for posting and curating the Style social pages, in tandem with rotating team members
- Manage administrative fronts for the Fine Arts section, including procure handout photos for feature stories and reviews, coordinate and submit invoices for reviews, and manage the calendar for classical music and dance coverage

The Washington Post and Companies — Washington, D.C.

Copy Aide- News Operations

June 2015- July 2016

- Work independently with editorial responsibilities to create various keys and pages for both the Post's regular publications, as well as an international page for Japanese readers
- Coordinate administrative aspects of the publication with both newsgathering and section editors to identify and prioritize breaking national, international, and political news
- Communicate with other major publications (New York Times, Reuters, Wall street Journal, etc.) to exchange pre-published content to file for company records

The British Broadcasting Corporation (BBC) — Washington, D.C.

Intern — Online | News Gathering | Social

January 2015- July 2015

- Wrote, developed, and implemented social media strategy on multiple platforms including Facebook, Twitter, YouTube, and Google+ for real-time and promotional coverage of BBC content using Social Flow software
- Excelled in accurate fact checking, interviewing, and copyediting, and other newsgathering activities on tight deadlines
- Researched, pitched, wrote and edited trending online news pieces using an HTML based interface, CPS
- Secured live and packaged radio and TV interviews with Congressional leadership and public policy thought leaders

The Office of Congressman Pete Sessions — Dallas, Texas and Washington, D.C.

Intern

May-July 2013 | July 2014 – January 2015

- Worked with the House Rules Committee to collect, review and organize amendments to bills
- Aided in effective and timely responses to constituent concerns and requests
- Worked closely with the Chief of Staff to produce memorandums on policy initiatives

Dial-Testing for CNN and Real Time Politics — Dallas, TX

Research Assistant

Fall 2010- May

2014

- Lead research assistant to directors Kirk and Schill, accompanying to State of the Union addresses, presidential debates, presidential nominating conventions, and primary elections to conduct real-time dial testing
- Provided live analysis of dial-testing results to producers and on air correspondents
- Vetted, contacted, and coordinated dial-testing participants with CNN to ensure accurate survey data

EDUCATION

Georgetown University

Master of Professional Studies, Journalism

Expected Graduation: December 2017

Southern Methodist University

Bachelor of Arts, Communications Studies, with Distinction in History

May 2014

Oxford University, SMU-In-Oxford

Summer 2012

Regents College, London, SMU Communications

Summer 2011
