

# Stephanie Flood

421 N. Sitgreaves St. #8  
Flagstaff, AZ  
Cell: 928-220-1586  
Steph.m.flood@gmail.com

## Career Skills

- Versatile abilities in all facets of technical and creative communications
- Strong talents with internal management and professionalism
- High proficiency with English, editing and writing skills
- Positive, can-do attitude and shining work ethic
- Great understanding of public relations

## Computer Skills

MS Office, PowerPoint, Adobe Illustrator & Photoshop, Basic Web Design, Internet, Visual Communications and Blogging.

## Volunteer Work

Involved in youth writing workshops for Northland Family, took care of animals at the Coconino Humane Society; volunteered costume designer and set worker at Theatrikos,.

## Mission Statement

*I'm committed to providing quality service in all of my strengths involving my English proficiency, journalism skills and community service; so as to enhance the ultimate rewards of contributing positive well-being in all of my success and achievement.*

## Provider of Excellent Service

*Offering warm service and support with the utmost quality care*

**Community • Customer Service • Public Relations**

## Key Skills

- Journalism
- Public Relations
- Research/Observation
- Online Writing
- Office Administration
- Computer Knowledge
- Visual Communication
- Community Service

## Professional Experience

2010-Present      Caretaker at *Lou Corporation*

2008-2010        Demand Studios *Online Writer*

2007-2008        Flagstaff Live *Editorial Assistant*

2006-2009        The Noise and The Lumberjack *Freelance Writer*

Trained caretaker for Lou Corporation offering key developmental building skills for people in need, writer of SEO articles in AP Style format for Demand Studios, leading social website; completed independent projects and general editing/proofreading at Flagstaff Live, practiced multi-tasking abilities, offering high enthusiasm for community involvement for freelance writing publications.

## Key Contributions

- Fostering positive and encouraging developmental aid to the community and people in need.
- Applied knowledge and researched-based features formatted in technical and creative writing for local print and online community
- Offered professional office administration regarding press releases, transcripts, emails, scheduling interviews and answering phones
- Upheld independent assignments within the community, practicing key listening skills and human understanding to foster and build relationships with public

## Education

2006-2009  
Flagstaff, AZ

***Northern Arizona University***  
**Bachelors Degree in Journalism**

Emphasis in news editorial; additional courses in communication theory, graphic design and minor in photography 2004-2006

2004-2006  
Phoenix, AZ

***The Phoenix College***  
**Associates Degree in Fashion Design**

Member of Phi Theta Kappa; experience in sketch, visual communication, fashion, computer editing programs and tailoring.

