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STEPHANI EMBER

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| WORK experience  |
|  | **Business Wire: Newport Beach, Calif. & Denver – Copy Editor** 8/2004 - Present* Proofed 4000+ press releases for grammar, punctuation and Associated Press Style
* Disseminated releases to geographic circuits, including complicated international distributions
* Monitored for media saturation and sent releases to client-specific media lists
* Formatted financial tables for publicly traded clients
* Fielded client calls, provided customer service and assisted with new account set-up
* Acted as support in training of new editors
* Increased office revenue by recommending photos, disclosure services and complementary circuits
* Assisted at events for both Business Wire and National Investor Relations Institute

**Orange County Pacific Symphony: Santa Ana, Calif. – Public Relations Intern** 2/2004 - 8/2004* Proofread programs and press releases for nationally renowned orchestra

**Chapman University’s *Calliope*: Orange, Calif. – Managing Editor** 1/2004 - 5/2004* Guided 25 classmates in creation of award-winning literary journal
 |
| EDUCATION |
|  | **Chapman University, Orange, Calif.** (GPA: 3.4) Graduate: May 2004Bachelor of Arts in communications, emphasis in public relations / minor in English |
| activities |
|  | Director of Health & Fitness in Associated Students Cabinet / Omicron Delta Kappa leadership honor society / Public Relations Student Society of America / Personal & Chapter Enrichment Chair of Gamma Phi Beta sorority / Lambda Pi Eta communications honor society / Orientation Assistant / Women’s Crew Team |
| VOLUNTEER WORK |
|  | Big Brothers Big Sisters of Orange County / Habitat for Humanity / Chapman University’s PEER and Health Education department / VistaCare Hospice / African Community Center of Denver |
| OTHER EXPERIENCE |
|  | * Sales Associate, Bath & Body Works9/2000 - 11/2004
* Teacher’s Assistant, Blind Children’s Learning Center1/2003 - 5/2004
* Public Relations Intern, Big Brothers Big Sisters of Orange County 2/2004 - 5/2004
* Marketing Intern, Hard Candy Cosmetics 10/2002 - 5/2004
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