

Stephanie Eure

10501 Curran Blvd ▪ New Orleans, Louisiana 70127 ▪ Phone: 510-367-5904

sdeure@yahoo.com ▪ stephanieeure.com ▪ [LinkedIn](#)

- Exceptionally skilled with all social media platforms
- Proficient with content management systems
- Extensive experience with News broadcasts and video production
- Proficient with non-linear editing systems
- Capability to generate, and maintain analytic reports
- Strong background in maintaining departmental administrative functions
- Proven ability to accomplish a number of simultaneous projects within time constraints
- Skilled in drafting documents and correspondence
- Excellent writing and problem solving skills, observant, keen on details, goal oriented

Professional Experience

Technical Writer

Sewerage & Water Board of New Orleans

September 2018 – Present | New Orleans

Perform advanced writing of various types of deliverable correspondence.



Freelance Social Media Editor – Essence Festival

Essence Communications Inc.

July 2015 – Present | New Orleans

Implement online marketing campaign on official Twitter account. Aggregate, curate, and review social media tags from multiple sources prior to display on website, mobile apps, and event displays.



Special Projects Associate

ExemptMeNow

May 2018 – August 2018 | New Orleans

Supported ExemptMeNow in achieving its goals, including the success of its core platform elements. Proactive in marketing-strategy, customer relations, and autonomous projects as assigned by the CEO.



Assistant News Specialist

WVUE FOX8 NEWS

March 2014 – July 2018 | New Orleans

Assist the digital content team by publishing content on the station's website, social media, and mobile app. Assists with production of morning news broadcast by covering control room chyron operation. Trained to write scripts for assigned video, and wire stories.



Marketing Assistant

New Orleans Recreation Development Commission

May 2014 – May 2018 | New Orleans

Responsible for maintaining a cohesive design for the organization's website and increase its online marketing presence via social media. Provide administrative support to executive management with email marketing, acquiring quotes for marketing materials, and special projects.



CITY OF NEW ORLEANS

Freelance Social Media Correspondent – American Black Film Festival

ABFF Ventures

June 2016 | Miami Beach

Executed and supported social media strategies that were unique to the festival and its talent, participants, and attendees.



Video Production Volunteer

WWOZ New Orleans 90.7 FM

August 2015 | New Orleans

Volunteer work with the station's video production team. Work includes assisting with remote and in-studio live broadcasts.



Technical Assistant

Endurance Worldwide Insurance

October 2013 – March 2014 | Atlanta

Conducted system entry of incoming requests for commercial multi-line rating, quoting, and binding.

Communicated with brokers to confirm or obtain data needed for policy issuance and servicing.



Verification Specialist

The Yellow Pages

July 2013 – October 2013 | Atlanta

Performed data analysis with the purpose of identifying inconsistent or incorrect web advertising products.



Operations Senior Specialist

JPMorgan Chase

February 2012 – March 2013 | Monroe, Louisiana

Created and validated official mortgage documents to be signed, witnessed, notarized under dual control, and submitted for Quality Review.



Production Assistant

KTVE NBC 10 News & KARD FOX 14 News

July 2010 – February 2012 | West Monroe, Louisiana

Served as communication facilitator between the various elements involved in the production on the set. Ran graphics during live morning show. Ran camera equipment as necessary for live broadcasts.



Office Assistant

KCRT – Public Broadcasting Channel

May 2010 – August 2010 | Richmond, California

Organized internal and external meetings, and travel schedules for the production team. Distributed equipment, and scripts through the set during production. Developed solid knowledge of television program development and its business process.



Education

Grambling State University

2006 – 2012 | Grambling, Louisiana

Master of Arts in Mass Communications (Public Relations), 2012

Bachelor of Arts in Mass Communications (Broadcast Production), 2010

Technical Competencies

Asana, Slack, TINT, Hubspot, Salesforce, ENPS, Microsoft Dynamics; **Social Media:** Facebook, Twitter, Instagram, Hootsuite, Tweetdeck, Snapchat, Vine, Periscope, LinkedIn, Youtube, Google+, Pintrest; **Content Management Systems:** Kentico, Worldnow, Wordpress, Godaddy; **Final Cut Pro 7:** DVD Studio Pro 4, Soundtrack Pro 3, Motion 4, LiveType 2.1; **Adobe Creative Suite:** Adobe Premier Pro, PhotoShop CS2, Audacity 2.0; **AVID:** iNews, Newscutter 10, Airspeed 5000, Deko.

Stephanie Eure

10501 Curran Blvd ▪ New Orleans, Louisiana 70127 ▪ Phone: 510-367-5904

sdeure@yahoo.com ▪ stephanieeure.com ▪ [LinkedIn](#) ▪ [LinkedIn](#)