

# CLAIRE STEMEN

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## EXPERIENCE EDUCATION

### Operations Manager

*Spaces & CO.* | May 2016–January 2017 (Intern)

July 2017–Present

Run day-to-day operations; plan and attend events; manage digital marketing for company and events; run company Instagram, Facebook, and Twitter; copywrite; create content for blog; produce audio and video content.

### Associate Editor

*FashionWeekOnline* | January 2016–Present

Write pieces on current trends or fashion topics; attend Fashion Week events in Paris and New York and write about them; take photos/other media of shows/events; run company Snapchat at shows.

### Personal Blog Manager

*ClaireStemen.com* | September 2013–Present

Create blog posts regularly to maintain readers; manage social media to create fan base; create images to accompany posts and to market on social media platforms; film and edit video logs.

### Editorial Intern

*Organic Spa Magazine* | June 2015–August 2015

Fact-checked and researched articles; contacted relevant companies and spoke with representatives; attended weekly meetings; organized files and recorded inventory/information on Excel sheets; wrote for articles on online publication; used Wordpress to transfer print media and increase SEO scores.

### Miami University

August 2013–May 2017

Co-Majors: Creative Writing, Comparative Media Studies.

Minor: French.

Honors: Magna Cum Laude, Phi Beta Kappa, and President's List.

## SKILLS

**Microsoft Office Suite** | Word, Powerpoint, Excel

**Strong Writer** | writing voice, fact-checking, editing

**Video & Audio Editing** | iMovie, Audacity, Adobe Audition

**Adobe Creative Suite** | Photoshop, InDesign

## REFERENCES

**Ashley Taylor** | *Spaces & CO.*

Founder & Co-Owner

844.947.7223 | info@spacesandco.com

**Pablo Van Arsdalen** | *FashionWeekOnline*

Publisher

323.663.1335 | pablopublisher@gmail.com (*email preferred*)

**Mack Hagood** | *Miami University*

Professor of Comparative Media Studies

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