

Stephanie Muniz

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Education

Florida Atlantic University – 2013 – present

B.A. English – concentration in Writing and Rhetoric – expected graduation date: Spring 2018

Relevant Coursework: Writing for Nonprofits, Studies in Writing and Rhetoric, Professional Writing, Advanced Exposition, Creative Writing, and a variety of courses on American and British Literature and Literary Analysis

Monsignor Edward Pace High School – 2009 – 2013

Diploma

Experience

Health Communications, Inc.

Public Relations Intern – May 2017 – present

- Write press releases
- Write pitch letters for upcoming books
- Write blog posts
- Research blogs for book exposure
- Attend pitch meetings and author meetings

American Association for Caregiving Youth

Service-Learning Intern – January 2017 – April 2017

- Provide feedback on social media usage
- Provide suggestions for website redesign
- Research and create documents for the 2017 Caregiving Youth Institute Conference

Global Lutheran Outreach

Clerk/Secretary – December 2015 – present

- Process donations and mail out donation receipts to donors
- Designate each donation to the correct missionary, project or account
- Pay invoices and record expenses
- Write correspondence between the organization, donors, and partnering organizations

Holy Cross Lutheran Christian Day School

Assistant Camp Counselor – June 2015 – August 2015

- Maintain order and discipline of campers while moving from activity to activity or on a field trip
- Keep a head count of all campers to make sure every child is accounted for
- Make sure all campers have their needs met
- Organize and supervise activities for the campers while also encouraging participation
- Aid teachers during class time

Citi Trends

Part-Time Sales Associate – August 2013 – June 2015

- Perform customer transactions and other cashier functions
- Floor recovery, organizing merchandise, and stocking the sales floor