

Stephanie Matos

Tallahassee, Florida 32303 | 786.318.7586 | sm21bg@fsu.edu

EDUCATION

Florida State University

Bachelor of Science in Marketing (August 2021 – Present)

Miami Dade College

Associate of Arts (Graduated: July 2021)

Mater Academy Charter High School

High School Diploma (Graduated: June 2021)

EXPERIENCE

Strike Magazine

Runway Staff (July-Present)

- Organize the publications annual fashion show. From contacting and touring venues, inviting guests, executing show, to managing budget.
- Build upon the semesters theme and style/cast models for all photoshoots and fashion show.
- Routinely post content to promote and fundraise for the magazine.

Hispanic/Latinx Student Union (HLSU)

Public Relations Chair (July-Present)

- Created social content for Instagram to engage the Hispanic/Latinx community and promote the organizations resources.
- Managed Canva, Adobe Spark, and Envato Elements to create compelling visualizations with regular engagement in the form of likes, comments, and shares.
- Communicated with target audience to grow total following, increase membership, and overall awareness.

FSU Center for Academic Retention and Enhancement (C.A.R.E.)

Administrative Assistant (January 2022-Present)

- Complete administrative tasks such as filing paperwork, answering phone calls, printing copies, etc.
- Support and assist the C.A.R.E. office and their staff.
- Maintain strong communication with staff and incoming students.

Student Alumni Association

SAA Ambassador [Communications Committee] (December 2021-Present)

- Assisting in creating content through Canva for Student Alumni Association members and the student body.
- Designing flyers, posts, boomerangs, etc. for our most followed social media platform, Instagram.
- Achieving committee objectives by collaborating with colleagues and creating member-oriented content.

Tory Burch

Support Associate (June 2022-August)

- Executed operational policies and procedures and contribute to maintaining all brand and operating standards to support brand consistency.
 - Assisted in sales associates and connect with customers through seamless communication and follow-through on customer requests to drive a transformational shopping experience.
 - Processed and prepare merchandise for the sales floor, communicating new receipts and inbound merchandise with the team.
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ACTIVITIES/AWARDS

President's Award, Florida State University Office of Student Involvement (April 2022)

Inductee, Hispanic Honor Society (August 2021-Present)

Telemundo Academy Participant (2021)

Hispanic Heritage Foundation, Entrepreneurship Youth Awardee (2021)