**STEPHANIE FUDGE**

10423 Montrose Ave. #303 ● Bethesda, MD 20814 ● (678) 232-1739 ● stephanie.fudge8@gmail.com

**EDUCATION**

April 2018 **Brigham Young University**, Provo, UT

*Bachelor of Arts in English, Editing Minor*

* Overall GPA: 3.7/4.0

**EXPERIENCE**

Dec. 2018– **Diplomatic Language Services,** Arlington, VA

Present *Curriculum Development Editor*

* Format 80-slide PowerPoints and 30-page MS Word documents for visual consistency across lessons for two language teams
* Update style guide to manage language-specific decisions and overall design decisions for 20 lessons
* Copyedit English instructions in lessons to accurately communicate grammar points and activities for instructors and students
* Query lesson developers to ensure students and instructors can understand lesson activity instructions and content
* Coordinate with editors and project managers to finish editing lessons by client-set deadlines

Sept. 2018– **American Enterprise Institute**, Washington, DC

Nov. 2018 *Editorial and Publications Intern*

* Copyedited TechPolicyDaily blogs using AP Style to create error-free and concise writing that informed tech policymakers on current events
* Edited report endnotes according to Chicago Style to ensure consistent, scholarly formatting and allow readers to research authors’ claims
* Reviewed white papers using Chicago Style to catch formatting errors and typos
* Proofread headlines according to AP Style to identify typos and capitalization discrepancies

Sept.– Dec. 2017 **The Philanthropy Roundtable**, Washington, DC

*Marketing and Communications Intern*

* Fact-checked five articles for winter 2018 issue of Philanthropy to ensure accurate information was published for prospective donors
* Analyzed demographic statistics to create infographics to promote philanthropy on social media
* Created an e-book for an 180-page manuscript to increase access to American philanthropy facts

Aug. 2016– Aug. 2017; Jan.–April 2018

**David O. McKay School of Education**, Provo, UT

*Editorial Intern, Public Relations Office*

* Copyedited website articles and social media posts using Chicago Style to create error-free content to inform current and prospective students
* Created monthly newsletter in collaboration with PR interns to communicate facts and foster unity among McKay School faculty and staff

April­–Aug. 2016 **BYU Studies**, Provo, UT

May–Aug. 2017 *Editorial Intern*

* Proofread book chapters, quarterly journal articles, and bibliographies using Chicago and APA Styles to ensure grammatical and formatting accuracy
* Checked lengthy footnotes of Opening the Heavens’ second edition for factual accuracy by finding and compiling images of primary sources for editor’s review

**SKILLS**

*Style Guides:* Associated Press, Chicago Manual of Style,American Psychology Association

*Computer*: Word, PowerPoint, Outlook, InDesign, Photoshop