

# Stephanie M. Moret

Rohnert Park, CA 94928 | 707-481-3045 | Stephanie.m.moret@gmail | Stephaniemoret.weebly.com

## Education & Certifications

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### Northern Arizona University, Flagstaff, AZ

- *Masters of Arts in Rhetoric, Writing, and Digital Media Studies*, GPA 4.0 **May 2017**
- *Bachelors of Arts in English* **May 2015**

### Santa Rosa Junior College, Public Safety Training Center, Santa Rosa, CA

- *Emergency Medical Technician (EMT)* **June 2019**
- *Emergency Medical Responder (EMR)* **Dec 2018**

## Professional Work Experience

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### Marinwood Community Services District

**March 2019-Current**

#### *Recreation Supervisor, Aquatics and Adult Programs*

- Manage and plan events for 200+ people by contacting businesses for donations, ordering food/beverages, and creating marketing materials in Adobe InDesign & Photoshop, and Canva.
- Design, develop, and coordinate weekly emergency preparedness trainings and drills for Lifeguards. Acted as "Incident Commander" to facilitate Emergency Action Plan (EAP) during real emergencies and scenarios.
- Hired and trained 30 employees and currently supervise 75 total seasonal staff members including Lifeguards, Swim instructors, and Customer Service Representatives.

### Mendocino Forest Products, LLC

**June 2017-March 2019**

#### *Digital Marketing Specialist (Jan 2019-March 2019)*

- Developed and conducted marketing campaigns regarding company's tactics on forestry, fire prevention, and land stewardship.
- Designed and communicated quarterly social media reports to track and broadcast changes in analytics including click-through-rate, which helps identify success of sales/brand awareness.
- Attended quarterly trips to meet 7-10 customers and help with digital advertising to drive sales.

#### *Digital Marketing Coordinator (June 2017-Dec 2018)*

- Managed 14 social media sites and increased engagement, impressions, and reach by 130% over 12 months and produced original content.
- Wrote quarterly articles for websites about PR and product uses and scripts for commercials.

## Volunteer Experience

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### Marinwood Volunteer Firefighter & EMT

**Dec 2019-Current**

- Practice emergency medical rescue and firefighting tactics weekly. Attend trainings on situational awareness, emergency prevention, and PG&E. Represent the department in community events. POST Background. Wrote all text for the Volunteer Fire page on website.

### Emergency Medical Responder, Teaching Assistant, SRJC

**Aug 2019-Dec 2019**

- Helped as a teaching assistant by setting up weekly trauma scenarios, proctoring 4 skills exams, and demonstrating rescue tactics such as back-boarding spinal patients.

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## References

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### **Amber Lucas**

Marketing Manager, Mendocino Forest Products LLC

- Relationship: Supervisor for position as Digital Marketing Specialist

alucas@mendoco.com

### **Scott Dunn**

Retired Lieutenant, Sonoma County Sheriff, and Adjunct Faculty SRJC- Public Safety Training Center

- Relationship: Supervisor for Volunteer Teaching Assistant position and former instructor.

sdunn@santarosa.edu; (707) 732-0750

### **Chief Greg Stilson**

Volunteer Fire Battalion Chief, Marinwood Fire Department

- Relationship: Leader and Supervisor for Volunteer Firefighter position

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