

# Stephanie Hain, MCM

Dallas, Texas | stephaniehain@gmail.com | www.stephaniehain.com

## SKILLS

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- Event Management
- Social Media Management
- Graphic Design
- Google Drive, MS Office, Adobe Illustrator, Adobe Photoshop, Canva, Asana, Basecamp, Timeline Genius, OneCause

## PROFESSIONAL EXPERIENCE

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### St. Pius X Catholic Church and School

*Communications Creative Specialist | Dallas, Texas*

*July 2023 - Current*

- Responsible for producing and creating graphic designs, multimedia content, and visual communication on behalf of St. Pius X Catholic Church and School.
- Collaborate with the communications team on projects including promotional materials and collateral, social media and storytelling content, and production of internal and external branding initiatives.
- Establish and grow relationships with parish and school resources, peers, and local community leaders to maintain the parish and school branding health, governance, camaraderie, and creative opportunities.

### Hitched Events

*Event Manager | Dallas, Texas*

*September 2016 – December 2022*

- Consulted with the lead wedding planner on event production and client management for large-scale events.
- Managed and implemented social media marketing, including live documenting events, assembling copy for blog posts, and preparing submissions for print.
- Interacted daily with clients and managed communications to provide continual support throughout the planning process.

### Southern Methodist University

*Assistant to Special Programs | Dallas, Texas*

*2009 - 2011*

- Provided event logistics support, including coordinating mailings, producing correspondence, assisting with vendor management, coordinating staff volunteers and assignments.
- Supported and tracked event attendance and ticketing of events through database management.
- Wrote event-based media announcements and advisories, and provided staff support at donor events, The Tate Lecture Series, The Athletic Forum as well as Trustee functions.

### TRAVELHOST, Inc.

*Content Manager | Dallas, Texas*

*2008 – 2009*

- Ensured that the systems and processes were optimized for the utilization of content through the observation and collection of data on publication usage from both print and online guest behavior.
- Reviewed and updated the set of Guiding Principles to ensure the best in look and readability for both print and online versions of TRAVELHOST publications.
- Represented the Communication Department to the company's other departments on all issues related to brand management.

## **TRAVELHOST, Inc.**

*Administrative Assistant | Dallas, Texas*

*2007 – 2008*

- Assisted VP of Communications with planning and implementation of the annual corporate convention.
- Coordinated with all administrative assistants to regulate attendance, procedure, and company policies, as well as plan monthly luncheons, and holiday parties.
- Planned and organized time action plans, agendas, and press schedules to ensure magazines were ready for a timely shipment.

## **VOLUNTEER WORK**

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**St. Pius X Catholic School** | *Auction Chair | Dallas, Texas*

*August 2022 – Present*

- Conducted underwriting and donation solicitations for annual gala.
- Communicated with school representatives, donors, volunteers and auction committee to ensure a smooth and successful event.
- Raised over \$175,000 towards the school, culminating in its most successful fundraiser in history.

**St. Pius X Catholic School** | *Marketing Coordinator | Dallas, Texas*

*August 2020 – Present*

- Social media management, content management, branding design.

## **EDUCATION**

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**University of Southern California** | *Annenberg School for Communications*

*2020 – 2022*

Master of Communications Management

Los Angeles, California

**Southern Methodist University** | *Meadows School of the Arts*

*2000 – 2003*

Bachelor of Arts in Corporate Communications and Public Affairs

Dallas, Texas