

# Stephanie Faile



## Experience

### Personal Office of U.S. Rep. Mick Mulvaney

#### Communications Director

*May 2012- present*

- Pitch press appearances on the local and national level
- Developed and maintain website ([www.mulvaney.house.gov](http://www.mulvaney.house.gov))
- Update and maintain all social media (Twitter, FaceBook, Flickr, YouTube, Instagram)
- Draft and disseminate press releases on a regular basis
- Draft and implement press plan outlining goals and objectives
- Increased FaceBook following by 8,500 likes by developing and implementing a FaceBook ad campaign
- Increased Twitter following by 5,000 followers through social media strategizing
- Develop and disseminate messaging through an "e-blast" system reaching over 19,000 people
- Serve as Senior Staff in advising Rep. Mulvaney

#### Executive Assistant

*May 2011- May 2012*

- Coordinated all meetings and travel for Rep. Mulvaney
- Oversaw daily office operations and ensured a positive and efficient atmosphere

#### Legislative Correspondent

*Jan. 2011- May 2011*

- Corresponded directly with constituents on behalf of Rep. Mulvaney
- Maintained mail system and coordinated response with legislative staff
- Developed weekly mail reports and presented them to Rep. Mulvaney and relevant staff

### The Byars Group

#### Fundraising Assistant

*Sept. 2007- Dec. 2010*

- Planned and executed fundraising events for political candidates
- Developed and maintained donor databases
- Followed up on calls on behalf of elected officials and candidates

## Education

School of Journalism & Mass Communications, University of South Carolina

**Bachelor of Arts in Journalism, May 2010**

**Major:** Public Relations

**Minor:** Political Science

*Advanced Experience: Microsoft Office tools, MailChimp, DropBox, WordPress, Aristotle, Fireside21, Gateway by iConstituent, iMovie, WinTV*

*Limited Experience: InDesign, PhotoShop, GoToMeeting*