

Deja A.E. Stephens, MBA

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SKILLS & SOFTWARE

On/Off-boarding | Expenses | Invoices | Event Planning | Slack
Microsoft 365 | Google Suite | DropBox | CTERA | AIMS (similar to ADP)

EDUCATION

University of Alabama at Birmingham

Master of Business Administration | December 2022

Bachelor of Arts in Communication Studies | August 2018

Concentration in Public Relations | Minor in Social Media Strategies

EXPERIENCE

Hearst Magazine Birmingham

Office / Photography Studio Manager | Sept. 2022 - Present

- Manage the needs of the executives and in-house staff including but not limited to clerical duties, email correspondence, tasks, and calendar coordination
- Handle all necessary financial processes, expenses, and invoices
- Operate as direct liaison between the three brands and actively serving to promote positive employee relations
- Organize and assist with planning of events, trainings, meetings, and initiatives
- Maintain the physical Birmingham office location and studio arrangements and flow of operations

The 15 White Coats

Executive Assistant (Contract/Remote) | Oct. 2023 - Jan. 2024

- Manage the needs of the Executive Director and CEO including but not limited to clerical duties, email correspondence, travel management, tasks, and calendar coordination
- Create internal organization reports, presentations, and documents
- Provide project management for program initiatives
- Execute strategic planning and program development for all programming
- Meet and maintain connections with collaborators and vendors

GMS Management Solutions

Office Manager | Oct. 2018 - Sept. 2022

- Executive assistance to the COO and management of all clerical duties, email correspondence, calendar coordination, travel arrangement, and tasks for in-house staff and four other offices remotely
- Supported the human resources process through HR Compliance, recruitment, interviewing, training, on-boarding and off-boarding (including the collection and verification of proper employee documentation such as I-9, W-4, Social Security and ID)
- Maintained the physical Birmingham office location and remote tasks of all the U.S. company sites, including keeping training guides, policy manuals, HR Compliance, and other resources up to date
- Organized and assisted with planning of events and fundraiser initiatives
- Handled all necessary financial expenses

AWARDS

2018 Student Excellence Award Student Employee of the Year

2018 Public Relations Council of Alabama Medallion Awards Award of Merit

2017 Student Excellence Award Outstanding Student Leader Nominee

University of Alabama at Birmingham - Student Affairs Marketing and Communications

Media and Copywriting Intern | Sept. 2017-Aug. 2018

- Monitored and generated content for 10 social media accounts for 18 departments within UAB Division of Student Affairs, including Facebook, Instagram, Twitter
- Ensured marketing division stayed up-to-date with student affairs social media and copywriting trends
- Created and disseminated quality and engaging copy for flyers, brochures and social media posts
- Provided division-wide staff with on-call photography, event and programming support

University of Alabama at Birmingham - Disability Support Services

Lead Student Office Assistant | Oct. 2015-Aug. 2018

- Trained new hires and supported staff, student assistants, and interns
- Executed clerical tasks to sustain daily operations, including the management of office filing systems, cash and check deposits and client correspondence through exceptional customer service via phone and in-person
- Managed confidential information/accounts through the Accessible Information Management System and excel data-entry including yearly reports and semester updates
- Enforced policies, rights, and laws including HIPAA for students with or requesting services and administered and monitored tests while maintaining the integrity of the code of conduct held by the university
- Advocated on behalf of students with disabilities with professors and college administration