



Stacey Peters

Administration Specialist &
Writer for Digital Platforms

speterss365@gmail.com | +1 (512) 348-3424

PROFILE

I have a deep understanding of content creation & writing for digital publications through years of experience building my own niche platform & working with an independent news source in Germany. Additionally, I have a demonstrated capacity to plan events – including, pre-event organization & day-of coordination. Along with my knowledge of business administration & customer service, you'll find my multicultural & diverse background to be just what you need to reach your company goals.

REMOTE SKILLS

Social Media Content Creation | Writing & Blogging | Lite Website Management & Maintenance | Digital Marketing | E-Commerce | Newsletters & Email Campaigns | SEO | Sponsorships & Brand Partnerships | Online Calendars & Scheduling | Digital Communication Platforms

REMOTE & CREATIVE PROJECTS

Military Lifestyle Content Creator

Duffelbagspouse.com | Mar 2015 - Present

- Develop a relatable brand & empowering voice that resonates with 8K+ combined followers on Instagram, Facebook & Twitter
- Execute creative written content for social media, websites & newsletters for other military spouses including food, travel behaviors & the overall lifestyle

Fleet Management Clerk

Flint Hills Transportation - Manhattan, KS |
Dec 2018 - Present

- Create accurate & timely vehicle maintenance records & assist the finance department with financial records & reports
- Collaborate with automotive shops & generate work & purchase orders
- Maintain inventory, vehicle files, maintenance schedules, warranties, mileage & driver reports

RECENT PROFESSIONAL EXPERIENCE

English Instructor

Daegu International Women's Association - South Korea | Jun 2015 – June 2017

- Taught conversational English to Korean students of different levels
- Conducted monthly instruction & planned coursework
- Created end of the year program to highlight the members' progress
- Became the go-to interpreter & editor in the association



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RECENT PROFESSIONAL EXPERIENCE

Second Vice President

Daegu Community Spouses Club - South Korea | Mar 2015 – Dec 2015

- Attended monthly Full Board and Executive Board meetings & organized official/social functions including overseeing booking of venues & catering
- Conducted & hired management staff at the Apple Tree Thrift Store

Administrative Assistant/Receptionist

Allianz Global Assistance - Richmond, VA | Sept 2014 – Apr 2015

- Provided excellent customer service to in-person visitors & via a multi-line phone system
- Improved hardcopy of operations procedures & workplace manual
- Transitioned the employee phone roster to an electronic company-wide format
- Assisted with a variety of administrative tasks including distributing mail & maintaining visitors logs

Writer/Editor

European Stars & Stripes – Germany | Oct 2010 – Mar 2012

- Curated written content featuring tips & budget travel ideas for several publications
- Responsible for 2-3 feature articles per month proposing & researching topics & meeting deadlines
- Provided supporting material by interviewing subject matter experts & providing content-specific photography

PROFESSIONAL SKILLS

Project Management | Technical &
Professional Writing | Event Coordination |
Executive & Administrative Support |
Customer Relations Management | Human
Resources

TOOLS

Social Media: Hootsuite, Planoly, Tailwind
Lite Graphic Design: Canva
Photo Editing: Adobe Photoshop & Lightroom
E-Commerce: Shopify
Newsletters: Mailchimp
Digital Collab & Scheduling: Google Suite, Calendly
Website Management: Wordpress
Communication: Zoom

EDUCATION & CERTIFICATIONS

BA in Political Science

University of Colorado - Colorado Springs,
CO | 2003

Study Abroad in England

UC Berkeley Extension - United Kingdom |
2002