

STEPHANIE ROBINSON

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SUMMARY

Dynamic and versatile Communications Specialist & Social Media Director with over 10 years of remote experience across government, media, and creative production. Proven track record of delivering high-impact digital content, managing state-wide communications, and building brand presence across diverse platforms. Known for executing under pressure, crafting messaging that resonates, and driving visibility through strategic storytelling.

WORK EXPERIENCE

Communication Specialist, Office of the WV Governor Jan 2017 - Feb 2025

- FULLY REMOTE
- Created and distributed a daily statewide media intelligence report reaching over 50+ state leaders and agencies under high-pressure, overnight deadlines
- Monitored congressional and legislative developments and national stories impacting West Virginia using tools like Google News and TVEyes.
- Managed high-volume media monitoring across multiple platforms during overnight hours to ensure real-time situational awareness.
- Maintained a continuously updated, searchable contact database of 200+ media professionals and outlets.
- Drafted press releases and coordinated social media for the First Lady of WV

Social Media Director, Mountaineer Upfit - Part Time Jan 2022 - Present

- Responsible for drafting all social media postings and private messaging for four locations across WV and VA
- Grew brand visibility by managing and producing content across all major platforms.
- Collect, edit, and produce media for social posts
- Maintain relationships on social media with both vendors and customers

Director, Production and Location Manager

Sept 2014 - Present

Lost Valley Studios Contract/Part-Time

With a small film studio, team members often assume multiple roles. I have served as a producer, production manager, location manager, account manager, director, filmmaker, and writer on various projects.

- Balanced creative direction with logistics, budgeting, and on-set crew coordination.
 - Led end-to-end Social Media, from pre-production through distribution
 - Conducted location scouting and built vendor relationships across WV
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EDUCATION

Bachelor of Science, Communications

May 2015

West Virginia State University

Minors in Film and Government Services

KEY SKILLS

- Remote Work
- Social Media
- Government Communication
- Vendor Communication
- Video/Photo Editing
- Data management
- Financial records
- Multimedia Organization
- Film Planning and Production
- Event Planning
- Internal and External Communications
- Writing and Editing

[For a Full List of Movies, Projects and Social Media, see my LinkedIn profile](#)