



# Stephani E. D. McDow

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## CONTACT INFO

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### ADDRESS

Washington, DC Metro Area

## CAREER OBJECTIVE

Published writer and poet with a passion for social justice and an obscene affinity for literature. Seeking a role that aligns with my passions to utilize my experience and track record of demonstrated success in education and adult learning, professional development and training programs; diversity, equity, inclusion, accessibility and belonging (DEIAB) assessment and program implementation; and association management with a focus on member value proposition, non-dues revenue generation, stakeholder ROI and mission critical goals.

## EXPERIENCE

### Writer, Editor, Speaker and Instructor Experience

Jan 2000 - Current

Washington DC Metro

#### Past Client & Recognition Examples

- Woman Around Town, Contributing Author (2010 – 2016)
- Virginia Wine Trail Tours, Freelance Writer/Editor (2011 – 2014)
- HMSHost Corporation, Freelance Writer/Editor (2012 – 2014)  
Airports Council International-NA: ACI-NA Greisbach Awards  
Wrote engaging copy and completed applications for 17 of my client's concessions for award contest submission. Airports and corporations submitted a total of 180 concessions and products to the ACI-NA to win one of 38 awards. My client (secured 11 of those awards per the copy that I'd written.
- The Technology Therapy Group, Freelance Writer (2011 – 2012)
- Office of the Mayor, Baltimore, Maryland: Recognition for Community Building Contributions

#### Volunteer, Speaker & Instructor Examples

- Lupus Foundation of America, DC Walk Committee Member (2022 – Present)
- RAINN (Rape, Abuse & Incest National Network) Speaker (2018 – Present)
- Bernadette's House, Board Director (2019 – 2020)
- ASAE: The Center for Association Leadership, Professional Development Council's Emerging Selection Practice Task Force Member (2015 – 2016)
- ASAE: The Center for Association Leadership, Annual Meeting & Exposition Committee Member and Peer Reviewer (2015 – 2016)
- Literacy Council of Montgomery County MD, Basic Literacy and ESL Volunteer Tutor (2010 – 2012)

#### Publications of Poetry, Essays & Short Stories

- Diaspora Cafe: DC Anthology, Day Eight - Summer 2022
- Bourgeon Magazine, Day Eight - Summer 2022
- Take a Stand: Art Against Hate Anthology, Raven Chronicles Press – Winter 2020
- Still Point Arts Quarterly – Winter 2019
- Femme Literati: Mixtape Anthology, Genre: Urban Arts – 2019
- No. 7, Genre: Urban Arts – 2019
- armarolla – Summer 2018
- armarolla – Fall 2018
- The RECORD, Trinity Washington University – 2013

### Senior Director, Professional Development & Trade Programs

*Cruise Lines International Association (CLIA)*

May 2015 - May 2022

Washington, DC

#### Awards, Promotions & Recognition

- Seatrade Cruise Global: 2021 Seatrade Cruise Global Award Finalist for Diversity & Inclusion - Aug 2021
- Travel Agent Central: The Most Innovative People In Cruise Travel of 2020 - Dec 2020
- Promoted from Director in December 2018

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- Lead the enhancement and development of industry education and training programs that emphasize learning and engagement, institutional effectiveness, programmatic excellence and creativity ensuring that programming includes the best and most appropriate content and delivery designs (in person (annual conference, regional events and industry events) and distance learning), engaging national and international partners.
- Lead the professional development and membership teams (totaling 10 staff and four consultants) and \$2.5M budget in achieving long-term strategic objectives and overseeing day-to-day operations, creating opportunities to increase collaboration and team performance, and ensuring the ongoing coaching and development of team members.
- Developed organization's first diversity, equity and inclusion charter inclusive of internal organizational education, external communications and scalable programming within the industry

### **Program Manager, Professional Development, Diversity & Inclusion**

*Council on Foundations*

Jun 2014 - Apr 2015

Washington, DC

- Led professional and leadership development programming managing all aspects of program/product development and execution. Managed current programs and curricula and the development and execution of new programs and curricula.
- Provided active oversight of the full program/product lifecycle including planning, execution and evaluation. Lead the creation and evolution of program materials in partnership with department team, facilitators, subject matter experts, key volunteers and practitioners.
- Re-developed organization's flagship leadership development and diversity pipeline program for successful scalability and profitability minimizing the need for external funding while not compromising curriculum rigor and programmatic structure.

### **Senior Program Manager, Education Innovation and Attainment**

*American Council on Education*

May 2007 - Jun 2014

Washington, DC

- Directed all project management duties and facilitate massive database migration in an effort to design a flexible tool for departmental workflow and data management. Resulted data integrity efforts at 214% above target for fiscal year implemented.
- Developed and executed policies, programs, workshops, training manuals/documentation and implementation of high-touch training for internal and external users as well as staff development.
- Served as business owner and project lead on the development and implementation of a web-based proprietary learning management system (LMS) providing a client and staff user interface with functionality and access to database. Effort allowed for the implementation of security measures and the automation of data processing. Resulted in an increase in productivity and revenue by 10 – 17%.

## **EDUCATION**

### **Awards & Honors**

*Writing, Teaching & Diversity, Equity, Inclusion & Accessibility*

Jan 2020 - Current

International

2023 Tin House Summer Workshop

July 2023 (Waitlisted) | Tin House

The prestigious Tin House Summer Workshop is a weeklong intensive that consists of curated workshops with limited participants (eight to ten per class), one-on-one meetings with faculty and agents, craft lectures, author conversations, generative exercises, and readings.

2023 Diaspora DC Writers Retreat Fellow

April 2023 (Accepted & Stipended) | Day Eight & Washington DC Mayor's Office of Latino Affairs

A capacity-building retreat for DC area poets focused on utilizing culture, ancestral memory, family traditions, secrets, customs, language, and heritage to honor those who came before us. Who we are and what we write in this workshop are intended to thank and honor the Ancestors for their gifts to us and share them with others.

Jeffrey Banks and Maritza Rivera, editors of the poetry anthology *Diaspora Café: D.C.*, are faculty directors for the retreat, joined by keynote E. Ethelbert Miller.

2022 Paris Cafe Writers Workshop

May 2022 (Accepted) | Paris Cafe Writing with Patricia Tennison

## 2021 Seatrade Cruise Global Award Finalist for Diversity & Inclusion

One of three finalists for the Diversity & Inclusion Award. This Award recognizes an individual or organization that has demonstrated a particular commitment to achieving equality, diversity, and inclusion in a business environment either onboard or ashore. Supporting evidence should be provided to illustrate a commitment to a diverse culture.

## 2020 The Most Innovative People In Cruise Travel - Issued by Travel Agent Central

"Our annual 'Innovators in Cruise' cover story typically recognizes cruise industry leaders and key team members who've soared in developing over-the-top innovation to make the passenger's cruise experience extraordinary. But nothing about 2020 was typical, so we've adapted this year's approach. Instead, here's a narrative of how the cruising year unfolded, highlights — good and bad — in the journey back to sailing, and just a few call-outs (not our usual longer list) for 'Innovation Achievers,' examples of those people who excelled in a nonconventional year."

"Another 2020 "Innovation Achiever" was CLIA's Stephani McDow, senior director of professional development and trade programs; she did much to pivot and innovate to help agents meet their CLIA certification requirements during the pandemic including adding new virtual ship inspections and virtual certificates programs. She also founded and now leads the new internal CLIA COURSE (Charter on Unified Racial and Social Equity), bringing 16 CLIA global regions together to learn about diversity, equity, and inclusion."

### **Certificate, Association Management**

*American Society of Association Executives (ASAE) University*  
Jan 2015 - Feb 2015

Washington, DC

### **Basic Literacy and English as a Second Language (ESL) Tutor Training Certificate**

*Pro Literacy America*  
Nov 2010 - Dec 2010

Rockville, MD

### **Bachelors, Humanities and English**

*University of Maryland University College*

Sep 2004 - May 2010

Dean's List 2004

Dean's List 2009

Adelphi, MD