



# Stephani E. D. McDow

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## CONTACT INFO

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### ADDRESS

Washington DC Metro Area

## CAREER OBJECTIVE

An internationally published multi-genre writer, instructor, trainer and speaker with a passion for social justice and education presently seeking a role that aligns with my passions and experience. Equally a strategic and forward-thinking professional with a track record of demonstrated success in adult learning, professional development, and training programs; diversity, equity, inclusion, accessibility, and belonging (DEIAB+) assessment and program implementation; and association and membership 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

*Self*

Jan 2000 - Current

Washington DC Metro

Former Writing/Editing Assignments & Client List

- Woman Around Town
- Virginia Wine Trail Tours
- HMSHost Corporation
- The Technology Therapy Group
- Office of the Mayor, Baltimore, Maryland

### Volunteer, Speaker & Instructor Roles

- 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: Professional Development Council's Emerging Selection Practice Task Force Member (2015 – 2016)
- ASAE: Annual Meeting & Exposition Committee Member and Peer Reviewer (2015 – 2016)
- Literacy Council of Montgomery County, Basic Literacy & ESL Volunteer Instructor (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
- 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.

## SKILLS

> Writing & Editing

> Professional Development

> Diversity, Equity & Inclusion

> Program Management

> Strategic Planning

> Nonprofits

- 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**

### **Summer Fellow: Writers Workshop**

*The Zora Neale Hurston/Richard Wright Foundation*

Jul 2023 - Jul 2023

Washington, DC

The competitive Hurston/Wright's Writers Week Workshop Retreat offers selected fellows with 10+ hours of writing seminars and discussions; one-on-one time with an award-winning instructor; constructive, guided feedback on writing from peers and workshop leader; and access to virtual and in-person panel presentations from publishing industry insiders and veteran authors.

### **Tin House Summer Workshop (Fiction)**

*Tin House*

Jul 2023 - Jul 2023

Portland, OR

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

### **Master of Arts: English**

*Bowie State University*

Aug 2019 - Mar 2020

Bowie, MD

Nine (9) credits completed

### **Certificate, Association Management**

*American Society of Association Executives (ASAE) University*

Jan 2015 - Feb 2015

Washington, DC

### **Master of Arts: Clinical Mental Health Counseling**

*Trinity Washington University*

Aug 2012 - May 2013

Washington, DC

Twelve (12) credits completed

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

*Pauline M. Harris*

Nov 2010 - Dec 2010

Rockville, MD

**Bachelors, Humanities and English**

*University of Maryland Global Campus*

Sep 2004 - May 2010

Formerly University of Maryland University College

Dean's List 2004

Dean's List 2009

Adelphi, MD