

Abby M. Stephens
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Education

Southern Utah University

Expected Graduation: April 2019

Bachelor of Science in Economics and Political Science

Minors: Legal Studies, Global Studies and German; Certificate: International Business

EDGE Project: Adventuring With Abby

August 2018 – January 2019

- Studied abroad in Tallinn, Estonia while studying Economics and Political Science at Tallinn University of Technology
- Properly lesson planned and successfully taught English to non-native speakers bi-weekly at the state department's EducationUSA

Work Experience

Capitol Hill

Washington D.C., USA

Congressional Intern

May 2018 – August 2018

- Work directly with Congressman John Curtis to help serve the people of Utah's 3rd Political District
- Attend meetings, hearings, and briefings to remain informed about current legislative issues
- Assist in administrative tasks that directly relate to Curtis' position and portfolios on the Foreign Affairs Committee, Subcommittee on Europe, Eurasia, and Emerging Threats, and Subcommittee on the Middle East and North Africa
- Directly oversee research as needed and report findings to necessary portfolios

Southern Utah University

Cedar City, UT, USA

International Affairs Office Student Assistant

August 2016 – May 2018

- Develop initiatives to assist International Affairs Office in student retention efforts
- Manage and distribute communication plan between students and staff
- Enter and handle student information with accuracy and privacy to databases to ensure continued immigration status

International Ambassador Vice President of Involvement

August 2016 - present

- Plan, organize, and execute events alongside International Affairs Staff for +1,000 attendees
- Manage a small team of event leaders for several events throughout semester
- Conduct and manage weekly meetings for fellow International Student Ambassadors

Resident's Assistant

August 2016 – present

- Supervise 35 international students and enforce university policy at on-campus housing complex
- Manage administrative tasks such as room condition reports and maintenance reports
- Practice customer service and develop skills to resolve conflicts
- Built and helped facilitate interpersonal relationships with international and domestic students

Pedersen Worldwide Companies

St. Thomas, US Virgin Islands

Summer Intern

May 2017 – August 2017

- Increased sales in corporate retail store by demonstrating International marketing skills to a diverse cliental
- Organized store inventory and merchandising whilst completing other management duties

Congress-Bundestag Youth Exchange

Leipzig, Germany

United States Youth Ambassador

April 2014 - July 2015

- Worked alongside diplomats, US Ambassador John B. Emerson, Bundestag representatives, and Congress members to accurately represent American ideals in Western Europe

Related Experience and Skills

- Language fluency in English and German, conversational in Estonian
- Proficient in Microsoft Office as well as Google Docs/Sheets/Slides
- Ability to research and analyze complex ideas while remaining detail-orientated
- Effective customer service and communication skills
- Experience in leadership training as well as in roles that depend on being a team-player
- Intercultural communication and sensitivity

Achievements

- Order of Omega Honors Society *January 2018*
- Charles Bryan Jackson Endowment *May 2017*
- Southern Utah University Scriblerian Writing Contest Winner *November 2016*
- Dixie and Anne Leavitt Foundation Scholarship Recipient *August 2016*
- Foundation of Economic Education Scholarship of Excellence *June 2016, June 2017*