

Stephanie Boettcher

skboettcher@gmail.com

Freelance writer / photographer

Jan 2008 - present *Great Falls Tribune*

Great Falls, MT

- Write / photograph events for publication in statewide newspaper
- Conduct interviews, visualize and compose articles and accompanying photographs

Assistant English Language Teacher

2006-2008 Imabari Board of Education

Imabari, Japan

- Teach English as a second language to children aged 3-13, plus adult students
- Plan and implement day to day lesson plans for a variety of ability levels
- Create, direct and present workshop on teaching methods to fellow English teachers

Newsletter Writer / Photographer

2007 - 2008 I-News

Imabari, Japan

- Plan, write and photograph stories from conception to finish on a monthly basis
- Cater to bilingual audience; rapidly write, edit and photograph short notice articles

Public Relations Office Assistant

2002-2006 University of Portland, Public Relations

Portland, Oregon

- Answer/ direct multiple phone line system, book appointments, forward messages, book couriers
- Compose precise, accurate press releases for rapid distribution
- Archive past 'Portland' magazines using Excel and Microsoft Office
- Book appointments, resolve scheduling conflicts

Published Works and Skills

- *Great Falls Tribune* Feb. 2009
- Portland Magazine 2009
- I-News 2007-2008
- World Travels Website www.worldtravels.com 2007
- Everywhere Magazine www.everywheremag.com 2008
- Solo Show: Timoney's – Leeds, UK 2008
- Joint Exhibition: *Dekukake – fragmented* Yoshiumi, Japan 2007
- Photoshop, Nikon D 80 DSLR, Olympus DSLR, Pagemaker, Lightroom, Gimp

Education

2002-2006 University of Portland, BA English Literature 3.66 GPA; 4 year Dean's List

Please email skboettcher@gmail.com for references' information.