

## STEPHANIE M. VAUGHAN, MPS, CAPM®

 (203) 768-9098  jsvaughan1129@gmail.com  Marble Falls, Texas  [LinkedIn Profile](#)  [Portfolio](#)

### Professional Experience

---

12/2022-03/2024

#### **NAMI (National Alliance on Mental Illness), Remote** **Senior Manager, Marketing Operations & Production**

- Managed the day-to-day operations of the 18-person Marketing and Communications team.
- Engaged staff from across MarCom and other NAMI business units to develop and move forward project timelines, and procedures to support internal and external projects and cross-functional collaboration.
- Throughout the project lifecycle, served as a marketing consultant and resource; collaborated in the development of marketing plans, scoped projects, scheduled meetings, represented the department at meetings, and provided marketing ideas and support.
- Procured printing for an award-winning, bi-annual magazine, improving efficiency and reducing costs by 22%.
- Coordinated the launch of Asana work management platform within the first 90 days; developed and implemented analytical, tactical, and operational dashboards.

05/2019-12/2022

#### **Dimensional Fund Advisors, Austin, TX** **Senior Associate, Marketing Operations**

- Promoted to manage key initiatives, vendors, and inventory for a global investment firm with \$679B in assets under management.
- Worked closely with the Global Client Group (sales) and third-party vendors as a dedicated consultant and project manager to develop comprehensive workflows and timelines to account for all points of connection.
- Controlled an average annual print budget of \$436K, resulting in an overall cost reduction of 17%.
- Managed a new marketing fulfillment vendor procurement and relocation project that improved customer service and reduced storage, fulfillment, and shipping costs by 39%; achieved an ROI of 128% in ten months.
- Set standards for project management excellence and best practices for project coordination team.
- Developed quick-reference guides for policies and procedures; presented trainings to Project Coordinators and Channel Marketing Associates.
- Oversaw marketing contracts up to \$100K.
- Managed creative teams of individual contributors.

10/2016-05/2019

#### **Print Production Coordinator**

- Hired and relocated to fill new print project coordinator position within award-winning, in-house Creative department.

02/2012-01/2020

#### **The Morgan Leary Vaughan Fund, Naugatuck, CT** **Co-founder and President (Volunteer)**

- Co-founded and led the strategic development of the first 501(c)(3) public charity dedicated to Necrotizing Enterocolitis (NEC) in the United States.
- Built and managed key relationships with stakeholders and subject-matter experts across the Board of Directors, Scientific Advisory Board, and Advisory Board.
- Continuously sought public and private funding through partnership development, programming, and award-winning grant writing.
- Major projects included:
  - *Speaking of NEC: Necrotizing Enterocolitis* audio podcast series
  - Natural History Registry for Necrotizing Enterocolitis (NEC Registry) developed in collaboration with National Organization of Rare Disorders and supported in part by a cooperative agreement with the U.S. Food and Drug Administration
  - *Speaking of NEC: Unplugged*, one-day regional conferences that took place in Cromwell, CT and Austin, TX.
- Three-time GDUSA Health + Wellness Design Award™ winner.

## STEPHANIE M. VAUGHAN, MPS, CAPM®

 (203) 768-9098  jsvaughan1129@gmail.com  Marble Falls, Texas  [LinkedIn Profile](#)  [Portfolio](#)

---

05.2010-04.2016

### **Dory Designs (Maclaren's in-house agency), Norwalk, CT**

04.2014-04.2016

#### **Digital Asset Manager/Print Producer**

- Promoted to manage the Scene7 digital asset management platform for employees and clients.
- Agency lead for user administration, shaping processes, and defining roles within the DAM.
- Trained employees and clients on proper usage and best practices of the DAM.
- Managed creative asset delivery for website migration to Netsuite.

06.2011-04.2014

#### **Print Production Manager**

- Promoted to responsible for global print procurement.
- Informed business decisions through the development of triple-bid cost analyses.
- Collaborated with Marketing and Design to ensure print projects were completed on time, within budget, and met the company's strategic objectives.
- Maintained quality control by managing proof approvals and attending press checks.

05.2010-06.2011

#### **Digital Artist/Print Associate**

- Hands-on production artist for global product packaging, instruction manuals, and retail marketing collateral.
- Worked directly with Manager of Production and Client Services to build up and manage a physical print archive.

#### **Relevant Skills**

---

Collaboration: Asana, Jira, and Redmine • Compliance: cMAX and Red Oak  
Design: Adobe Creative Suite • e-Commerce Fulfillment: VeraCore • Purchasing: Oracle

#### **Education & Certifications**

---

#### **Certified Associate in Project Management (CAPM®)**

Project Management Institute • Expires Nov 2024

#### **Pratt Institute, New York, NY**

Master of Professional Studies in Design Management

#### **Rivier University, Nashua, NH**

Bachelor of Fine Arts in Visual Communications Design, concentration: Graphic Design