

MADDIE STENDEL

Speechwriter & Strategic Communications



CONTACT

- ✉ maddie.stengel18@gmail.com
- ☎ (210) 787-8604
- 📍 Chicago, IL
- 🌐 www.maddiestengel.com

EDUCATION

Northwestern University
Evanston IL (2022)

Master of Science in Communication

- GPA: 4.0/4.0

Ithaca College
Ithaca, NY (2018)

Bachelor of Fine Arts in Acting; Minor in
Deaf Studies

- GPA: 3.9/4.0
- Academic honors and department distinction

SKILLS

- American Sign Language - Conversational
- Certified in Crisis Communication (Executive Education - Managing Complexity Series)
- Public speaking
- Microsoft Office Suite
- Google Suite
- Adobe Acrobat
- Canva Pro
- Wix
- SquareSpace

PROFESSIONAL HISTORY

SIDLEY AUSTIN LLP

2022 - Current

Public Relations Coordinator

- Monitor press coverage, track earned media, secure approvals, and coordinate opportunities with partner PR agencies
- Draft press releases and proofread lawyer-authored bylines
- Draft external communications including award nominations, acceptance speeches, and Q&As on behalf of firm leadership
- Introduce new partners to the firm's PR programming

JB FOR GOVERNOR

Sept. 2022 - Nov. 2022

Jr. Speechwriter & Press Assistant

- Monitored and reported all campaign-related press clips twice daily
- Drafted remarks for Governor Pritzker and Lt. Governor Stratton, including potential concession speeches
- Drafted press releases, letters to the editor, and various public communications including an open letter from the campaign manager
- Staffed public events including Vice President Kamala Harris's visit to Chicago and the Governor's Election Night celebration

SIDLEY AUSTIN LLP

2020 - 2022

Legal Assistant

- Assistant to Employment & Labor partners: John Levi and Teresa Reuter
- Managed multiple calendars, confirmed appointments, ensured proper billable time entry, and organized meetings for the full practice group
- Communicated with other lawyers and clients, including Fortune 100 and 500 c-suites and government officials
- Supported Board Chair communications for the Legal Services Corporation

THE HOUSE THEATRE OF CHICAGO

2019 - 2020

Audience Services Manager & Accessibility Coordinator

- Head of customer service and ticket sales
- Hired, trained, and supervised front-of-house staff at three performance venues
- Designed and implemented accessibility services including sensory-sensitive performances, closed captions, and auditory captions

SELF-EMPLOYMENT

FREELANCE WRITER & EDITOR

Started in 2021

- Ran a small business offering resume & cover letter preparation support
- Contracted to write the 2021/2022 and 2022/2023 Annual Report for Normandale Community College's Foundation