

ANNE COFIELD STEPAN, Ph.D.

PROFESSIONAL SUMMARY

Multilingual language expert and strategic leader with over 20 years of experience in the Intelligence Community (IC) / Department of Defense (DOD), complemented by extensive academic and teaching experience. Holds a Ph.D. in Slavic Linguistics and has deep knowledge of Russian and Slavic Languages. Proven ability in translation, transcription, editing, technical writing, and strategic communication. Skilled in providing in-depth cultural and linguistic insights. Experienced in leading teams, developing capabilities, managing budgets, and driving innovation in complex environments. Expert-level research, writing, and editing skills across various product types, including intelligence reports, executive briefings, and technical documents. Dedicated to using linguistic ability to facilitate clear and impactful communication.

CORE COMPETENCIES

- **Translation & Localization:** Expertise in Russian to English and Czech to English technical and general translation. Delivered high-quality, accurate translation and localization products supporting critical national security missions.
- **Transcription:** Experience transcribing Russian, Czech, and English language audio materials.
- **Editing & Proofreading:** Demonstrated exceptional editorial and grammatical precision. Skilled in proofreading and editing translated materials for cultural and linguistic accuracy. Decades of experience editing academic, technical, and business writing.
- **Writing:** Expert in producing diverse written intelligence products and briefings, including comprehensive analytical reports, executive-level briefings and communications, white papers, and resource / acquisition proposals. Ability to transform complex technical information into clear, actionable communications.
- **Language Instruction & Curriculum Development:** Maintained full course responsibility for Russian and Czech language classes at various levels (1st, 2nd, 3rd year). Taught Russian recitation and conversation. Developed and taught a Russian 1 Correspondence Course. Experience teaching language skills to a wide range of adult students, from beginners to advanced proficiency, to undergraduates, graduates, and cryptologic professionals. Designed workforce development initiatives to ensure analysts had cutting-edge skills and knowledge. Developed interactive web-based Czech language exercises. Experience with online teaching platforms such as Blackboard.

- **Linguistic Research & Analysis:** Expertise in linguistic analysis. Experience acquiring data and conducting research for academic and cryptologic work. Analyzed and integrated data into appropriate products (thesis, dissertation, academic publications and presentations; intelligence reporting, teaching artifacts, technical summaries).
- **Technical skills:** Experience with AI/ML, Human-Machine teaming, and Agile Development Lifecycle management. Expertise in writing / editing/ translation tools, from Office products to agency bespoke machine translation / translation memory tools to Generative AI for research.
- **Cultural Expertise:** Delivered in-depth cultural insights enhancing intelligence analysis and strategic decision making. Applied expert foreign language skills and cultural expertise to support mission operations. Demonstrated knowledge of relevant regional history, culture, politics, economy, and defense issues.
- **Client / Partner Engagement:** Cultivated partnerships across the Intelligence Community (IC), Department of Defense (DOD), and foreign government partners. Skilled in building cross-functional teams and coalitions. Demonstrated exceptional skills associated with customer service, representation, and interpersonal communications.
- **Leadership & Management:** Led large organizations, managed multi-million dollar budgets. Led cost, schedule, and performance of software development for mission applications that support language and intelligence analysis. Developed and implemented strategic initiatives in line with White House, IC, DOD, and agency guidance. Mentored and coached leaders, analysts, and technologists.
- **Language Skills & Credentials** see above

PROFESSIONAL EXPERIENCE

US Department of Defense – Fort Meade, MD, Defense Intelligence Senior Level (SES equivalent)

- **Subject Matter Expert / Language Specialist, Senior Technical Leader, Russia | 2004-2018; 2024-2025**
 - Produced high-quality, accurate translations and transcriptions of Russian language materials; proofread and edited translated materials for cultural and linguistic accuracy. Supported critical national security objectives and mission outcomes through SIGINT and Cybersecurity products.
 - Delivered in-depth cultural, linguistic, and technical insights that enhanced intelligence analysis and strategic decision making

- Created comprehensive analytical reports requiring nuanced understanding of language, culture, and geopolitical context
- Prepared and delivered target briefings to Senior Leadership and Executive audiences, to include the White House, Office of the Director of National Intelligence (ODNI), and Congressional Staffers
- Cultivated partnerships across the IC, DOD, and multiple foreign partners
- Developed and taught Advanced Russian for Cryptologic Purposes courses, National Cryptologic School, Adjunct Faculty
- **Chief, Technical Director, Analytic Capability Development | 2021-2024**
 - Led cost, schedule, and performance of mission applications throughout the Agile Development Lifecycle
 - Authored executive-level briefings and communications for senior leadership
 - Developed and implemented strategies to increase organizational agility, optimize resource allocation, and accelerate time-to-market
 - Led development and delivery of next-generation mission platforms aligned with agency and US Government strategic goals for SIGINT and Cybersecurity
- **Deputy Technical Director, Information and Intelligence Analysis | 2018-2021**
 - Developed and implemented cross-mission plans to support analysis and production, balancing mission priorities with strategic initiatives
 - Mobilized and managed teams of technical leaders executing complex strategies
 - Championed development of new tradecraft and capabilities necessary for Human-Machine teaming, AI/ML
 - Designed and implemented workforce development initiatives ensuring analysts had innovative skills and knowledge
- **Special Liaison Officer, Overseas Location | 2015- 2017**
 - Collaborated closely with foreign partners to support intelligence collection, analysis, dissemination, and cybersecurity goals
 - Applied expert foreign language skills and cultural expertise to support mission operations
 - Produced strategic communications and analytical reports for high-level stakeholders
- **Adjunct Faculty, National Cryptologic University | Collateral Duty**
 - Provided first-class training for intelligence professionals in Russian language, teaching a wide variety of adult students from beginners to advanced proficiency
 - Advanced Russian Language Translation: How to analyze and translate Russian particles (co-taught, full course responsibility)

- Beginner Russian Transcription (co-taught, full course responsibility)
- Discourse analysis: Structure of Telephone Conversations (full course responsibility)
- Russian for Analysts Who Don't Know Russian (full course responsibility)
- Presented numerous lectures on diverse topics (for example, Russia Counterintelligence, Senior Executive Leadership)

UNIVERSITY OF NORTH CAROLINA (UNC) CHAPEL HILL – Chapel Hill, NC

- **Instructor, Russian & Czech Language | 1997-2004**
 - Maintained full-course responsibility for Russian and Czech language at various levels, averaging ten students (undergraduate and graduate) per class per semester
 - Taught 1st, 2nd, 3rd year Russian language, Russian recitation, Russian conversation, second year Czech language, and Russian 1 Correspondence Course
 - Delivered programs focused on foreign language communications skills and cross-cultural awareness
- **Assistant, Slavic and East European Language Resource Center (SEELRC) | 2000-2004**
 - Created interactive web-based Czech language exercises and maintained relevant linguistic websites
 - Acquired data and conducted research for *The Case Book for Czech* (Janda & Clancy 2006) and *Why Russian Aspectual Prefixes Aren't Empty* (Janda et al., 2013)
 - Organized and supported the SEELRC Summer Institute for Teachers of Slavic Languages (focusing on technology in teaching)

VICKSBURG HIGH SCHOOL – Vicksburg, MS

- **French Teacher | 1996-1997**
 - Maintained full course responsibility for first year French classes; averaged twenty-five students per class, 130 students total
- **English Teacher | 1996**
 - Maintained full course responsibility for American Literature classes; averaged twenty-five students per class, fifty students total

EDUCATION

- **PhD in Slavic Linguistics, University of North Carolina (UNC) Chapel Hill, May 2004**
 - Dissertation: *Metaphorical motivations for politeness strategies: Linguistic Evidence from Russian, Polish, and Czech*
 - Advisor: Dr. Laura A. Janda
- **MA in Slavic Linguistics, University of North Carolina (UNC) Chapel Hill, May 1999**
 - Thesis: *Polite pronouns in Russian and Czech: Metaphorical motivations for their origin and usage*
 - Advisor: Dr. Laura A. Janda
- **BA Summa Cum Laude in Russian, Wake Forest University, May 1994**
 - Member, Phi Beta Kappa
- **Other relevant study:**
 - Czech Language, advanced training (using *Tmavomodrý Svět* ‘Dark Blue World’ and close reading of *Osudy Dobrého Vojáka Švejka* ‘The Good Soldier Svejk’ for grammar, conversation, and writing), sponsored by US Government, 2015-2017
 - Russian Language Study (C1 Level), Riga, Latvia, 2008
 - Summer Prague University (advanced level), Charles University, Prague, Czech Republic, July 1998
 - The Institute of European Studies (IES) study abroad program, Russian State Humanities University, Moscow, Russia, Spring 1993
 - University of Arizona Russian program, St. Petersburg, Russia, June 1992

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- **Poynter ACES (American Copy Editors Society) editing certification**, Basic and Intermediate (2025)
- **Teaching certificates:** Mississippi Teaching Certificate in French (exp 2002), North Carolina Teaching Certificate in French, Russian (exp 2000), TEFL (Teaching English as a Foreign Language) certification in progress
- **Executive-level Coursework:** Leading Innovation, Generative AI, Strategic Thinking, Business Management / Acquisition, Leading Change, Leading through Uncertainty, Leading Data and AI-enabled Organizations, Avoiding Executive Derailment, Powerful Listening, Executive Coaching, Conflict Management and Resolution, Giving Feedback
- **Leadership programs:** Director’s Leadership Program, Leading the IC (sponsored by Director of National Intelligence)

- **Tradecraft credentials:** DEIA (Diversity, Equity, Inclusion, and Accessibility) as Tradecraft Credential- Level 3, Engagement as Tradecraft Credential – Level 3

SELECT ACADEMIC PAPERS AND PRESENTATIONS

- **Using the Internet in Czech Language Instruction**, roundtable discussion, American Association of Teachers of Slavic and East European Languages (AATSEEL) conference, 2003
- **Playing the Language Game: Creating FUN and Valuable Exercises for Language Practice**, with Meredith Clason, Slavic and East European Language Resource Center (SEELRC) Summer Institute, 2003
- **High-tech Czech: Technology and Teaching and Learning Czech Language and Culture**, Czechoslovak Society of Arts and Sciences conference, 2003
- **Be Nice! and Getting around in Czech Republic**, Orientation for Fulbright scholars to Czech and Slovak Republics, 2003
- **Space, Size, and 'You': Motivations for Polish Pronouns of Address**, Slavic Cognitive Linguistics Association (SCLA) conference, 2002
- **Crosswords, Calendars, and Computers: Interactive Tools for Slavic Language Learning**, with Jenne Powers, Slavic and East European Language Resource Center (SEELRC) Summer Institute, 2002
- **Playing the Language Game: Gathering Ideas for (Interactive) Web-Based Exercises**, with Meredith Clason, Slavic and East European Language Resource Center (SEELRC) Summer Institute, 2001
- **The Interface of Metaphor and Morphosyntax: Honorifics in Russian and Czech**, American Association of Teachers of Slavic and East European Languages (AATSEEL) conference, 2001; British Association for Slavonic and East European Studies (BASEES) conference, 2001; Slavic Cognitive Linguistics Association (SCLA) conference, 2000
- **Metaphorical Motivations for Polite Pronouns in Russian and Czech**, Piedmont Slavic Colloquium, 2000; UNC chapter of American Association of Teachers of Slavic and East European Languages (AATSEEL) conference, 1999

PROFESSIONAL ACTIVITIES

- **Translator and Interpreter**
 - Translator (Russian, Czech), *Pioneer Aviators of the World: A Biographical Dictionary of the First Pilots of 100 Countries* (Matthews, 2003), 2000-2002 (translation credit)

- Interpreter (Russian), UNC Political Science 88 trip to Moscow, Russia, March 2000
- Interpreter (Russian, Czech), Special Olympics, Raleigh, NC, 1999
- **Tutor / Mentor**
 - Russian language
 - Czech language
 - Instructor, Russian literature outreach program, 1998
- **Other**
 - Member, American Copy Editors Society
 - Member, American Association of Teachers of Slavic and East European Languages (AATSEEL)
 - Member, Slavic Cognitive Linguistics Association (SCLA)
 - Member, Společnost pro vědy a umění (SVU)/ Czechoslovak Society of Arts and Sciences
 - Transcriber, Russian, Survivors of Russian GULAG project, 2003
 - Organizer, Slavic Cognitive Linguistics Association (SCLA) annual meeting, UNC Chapel Hill, November 2000
 - Treasurer, Slavic Cognitive Linguistics Association (SCLA), 2000
 - President, UNC chapter of American Association of Teachers of Slavic and East European Languages (AATSEEL), 1999-2000
 - Secretary/Treasurer, UNC chapter of American Association of Teachers of Slavic and East European Languages (AATSEEL), 1998-1999

AWARDS AND RECOGNITION

- **DOD / IC**
 - DISL Performance Awards (yearly, 2020-2025)
 - Senior Special Achievement Awards (2019, 2022, 2024)
 - Meritorious Unit Citation, awarded by IC partner Agency (2019)
 - Special Achievement Awards, Annual Performance Bonuses, Time off awards (yearly 2005-2018)
 - Joint Meritorious Unit Award, awarded by IC Partner Agency (2007)
- **Academic awards**
 - PEO Scholar Award, for dissertation completion, 2003-2004
 - National Security Education Program (NSEP) David L. Boren Graduate Fellowship, for study of Polish at UNC, 2003-2004
 - Travel grant, for travel to SCLA conference, Turku, Finland, from UNC Department of Slavic Languages and Literatures, 2002

- Dissertation research grant, for travel to Turku, Finland, Kraków, Poland, and Prague, Czech Republic, from Slavic and East European Language Resource Center (SEELRC), 2002
- Travel grant, for travel to British Association for Slavonic and East European Studies (BASEES) conference, Cambridge, England, from UNC Department of Slavic Languages and Literatures, 2001
- Southern Conference on Slavic Studies Graduate Student paper competition (1999), first prize for *Polite Pronouns in Russian and Czech*, 2000
- Scales scholarship for study in Moscow, Wake Forest University, 1993
- Tillett scholarship for study in St. Petersburg, Wake Forest University, 1992