

ANNE COFIELD STEPAN, Ph.D.

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PROFESSIONAL SUMMARY

Strategic language advisor and former U.S. Government Senior Executive with more than two decades of leadership at the intersection of language, intelligence, and emerging technology. Ph.D. in Slavic Linguistics with deep expertise in Russian and Czech. Advise organizations operating in complex, multilingual, and AI-enabled environments on communication risk, localization strategy, and high-stakes messaging. Experienced in leading multidisciplinary teams, modernizing analytic tradecraft, and delivering executive-level insights to senior national security stakeholders.

CORE COMPETENCIES

- Multilingual Strategy & Language Risk Assessment
- Client / Partner Engagement
- Leadership & Management
- Russian/Czech <> English Translation, Transcription & Cultural Analysis
- AI-Enabled Language Workflows & HLT Integration
- Localization Strategy & Quality Assurance Frameworks
- Executive Briefing & Strategic Communication
- Curriculum Design & Adult Language Instruction
- CAT Tools & MT Post-Editing
- Data Annotation & Linguistic Evaluation for LLMs
- Linguistic Research & Analysis

CONSULTING & ADVISORY EXPERIENCE

FOUNDER & PRINCIPAL, AC STEPAN WORDWORKS, STRATEGIC LANGUAGE CONSULTING | 2025-PRESENT

Founded a strategic advisory practice focused on language risk, multilingual systems design, and AI-enabled communication environments.

- Conduct organizational diagnostics identifying language, localization, and communication-related risks across people, processes, and platforms
- Advise senior leaders navigating multilingual, cross-border, or AI-enabled communication ecosystems

- Design localization quality assurance and governance frameworks for high-consequence environments
- Provide expert translation, transcription, and linguistic review services
- Conduct data annotation and linguistic evaluation for large language model (LLM) development in English and Czech
- Develop executive briefings and thought leadership on language as a strategic systems variable

GOVERNMENT EXPERIENCE

NATIONAL SECURITY AGENCY (NSA) – Fort Meade, MD, Defense Intelligence Senior Level (DISL, SES equivalent)

- **Subject Matter Expert / Language Specialist, Senior Technical Leader, Russia | 2004-2018; 2024-2025**
 - Prepared and delivered target briefings to NSA 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
 - 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
 - Developed and taught Advanced Russian for Cryptologic Purposes courses, National Cryptologic University, Adjunct Faculty
- **Chief, Technical Director, NSA Analytic Capability Development | 2021-2024**
 - Led cost, schedule, and performance of NSA's 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 NSA and US Government strategic goals for SIGINT and Cybersecurity
- **Deputy Technical Director, NSA 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

ACADEMIC APPOINTMENTS

ADJUNCT FACULTY, NATIONAL CRYPTOLOGIC UNIVERSITY, COLLATERAL DUTY | 2004-2025

- 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, NSA career orientation)

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

VOLUNTEER & PROFESSIONAL SERVICE

- **Language Consultant: Linguistic & Archival Contributor, Texas Czech Legacy Project (TCLP)** Contribute to preservation of Texas Czech dialect heritage through transcription, linguistic analysis, and archival support. Advise on language documentation strategy and metadata organization, 2025
- **Translator and Interpreter**
 - Translators without Borders (CLEAR Global) – Volunteer Translator (Czech) Provide pro bono translation and linguistic support for humanitarian and global health initiatives
 - Translator (Russian, Czech), *Pioneer Aviators of the World: A Biographical Dictionary of the First Pilots of 100 Countries* (Matthews, 2003), 2000-2002 (translation credit)
 - Transcriber, Russian, Survivors of Russian GULAG project, 2003
 - Interpreter (Russian), UNC Political Science 88 trip to Moscow, Russia, March 2000

- Interpreter (Russian, Czech), Special Olympics, Raleigh, NC, 1999
- **Tutor / Mentor**
 - Scholarships for Scholars, selection board
 - Russian language
 - Czech language
 - English as a second language
 - Instructor, Russian literature outreach program, 1998
- **Memberships**
 - Member, Board of Directors, Defense Language Institute (DLI) Foundation
 - Member, ProZ Community of Translators
 - 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
 - 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

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, *Uč se česky s českými filmy a Uč se česky s podcastem Czech Time* (B1-C1 Level), 2025-present
- 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
- Intensive Czech language study, Summer School of Slavic Studies, Charles University — completed Level 5 (upper-intermediate; approx. CEFR B2). 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

- **Defense Language Proficiency Test (DLPT)-4:** Level 3 Czech Listening; Level 3 Czech Reading, Advanced proficiency (ILR 3 / approximately CEFR C1), Dec 2025
- **Oral Proficiency Interview:** Czech speaking, Level 2; Limited working proficiency (ILR2 / approximately CEFR B1~B2); Dec 2025
- **DLPT-5:** Level 3 Russian Reading (last tested 2022); Level 3 Russian Listening (last tested 2017)
- **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:** NSA Director’s Leadership Program, Leading the IC (sponsored by Director of National Intelligence)
- **NSA Tradecraft credentials:** DEIA (Diversity, Equity, Inclusion, and Accessibility) as Tradecraft Credential- Level 3, Engagement as Tradecraft Credential – Level 3
- **Poynter ACES (American Copy Editors Society) editing certification,** Basic and Intermediate (2025)
- **Teaching certificates:** TEFL / Teaching English as a Foreign Language (2025); Mississippi Teaching Certificate in French (exp 2002), North Carolina Teaching Certificate in French, Russian (exp 2000)

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

AWARDS AND RECOGNITION

- **NSA / 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