

Richard Stephens

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Experience

Volunteer Firefighter and EMS Provider

Chugiak, Alaska, United States

CHUGIAK VOLUNTEER FIRE AND RESCUE DEPARTMENT (60-72 HRS/MONTH)

September 2023-Present

- Assisted in providing emergency medical services and fire suppression to the Chugiak-Eagle River community under supervision from transporting EMTs and paramedics.
- Pursued training as an EMT-1, expected completion 2024.

Emergency Firefighter

Palmer, Alaska, United States

ALASKA DIVISION OF FORESTRY AND FIRE PROTECTION (45-112 HRS/WEEK)

May 2023-Present

- Graduated Basic Wildland Fire Academy in May 2023, earning the "Most Improved Firefighter" award and FAL3 chainsaw qualification.
- Gained experience as a squad boss for the Mat-Su Module and managed responsibility for warehouse supply orders.
- Detailed on Gannett Glacier Type II Initial Attack Module. Fought fire on Type II and IV incidents in Northwest Territories and Alaska.

Programme Administrator, Graduate Masters Programme Office

London, United Kingdom

LONDON BUSINESS SCHOOL (40 HRS/WEEK)

2022-2023

- Administered the MSc in Management and MSc in Management and Analytics as part of the Graduate Masters Programme Office team.
- Wrote and implemented custom student status letter software using Python/PyQt6, MS SQL Server, and Qualtrics REST API.
- Addressed student enquiries and well-being concerns in-person, via email, and over the phone.
- Helped Programme Managers with projects such as programme briefings, newsletter publications, and events management.
- Developed relationships with partner universities for the Graduate Masters Exchange Programme Office.

Commercial Apple Farm Manager

Kaliningrad, Russia

ISKROVO FARM (60-80 HRS/WEEK)

2021-2022

- Independently operated a 30 acre organic apple farm, overseeing 900 apple trees producing 6,000 bushels of fruit per season.
- Built relationships with local transporters to supply apples to markets across Kaliningrad Oblast and provided 'pick your own' tours.

Mathematics and Economics Teacher

Hong Kong, Hong Kong

CARMEL SCHOOL ACADEMY (40 HRS/WEEK)

2019-2021

- Taught classes of 10-30 Middle Years Programme (MYP) and Diploma Programme (DP) International Baccalaureate (IB) students MYP1 and MYP4 Mathematics, co-taught DP Economics (Higher and Standard Level), and co-mentored 2 Economics Extended Essays.
- Pursued training through an international IB workshop in Kuala Lumpur, Malaysia, as well as in-school mentoring from senior teachers.
- Provided one-on-one support to special needs students and invigilated exams (IB 2021 and SAT 2020-2021 as assistant coordinator).

Mathematics and Economics Teacher

Hong Kong, Hong Kong

E-OK ACADEMY (40 HRS/WEEK)

2018-2019

- Taught Economics (IBDP HL and SL, GCE, IGCSE), Mathematics (IGCSE) and Business and Management (IB SL) to 1-10 students.

Research Intern

Ulaanbaatar, Mongolia

M.A.D. URBAN (40 HRS/WEEK)

Summer 2017

- Consulted the largest Mongolian investment company on market entry strategy for a home improvement megastore chain.
- One of 6 appraisers auditing collateral property valuations in defaulted loans for 5 Mongolian commercial banks for a national Asset Quality Review by the International Monetary Fund.

Education

AAS in Radiologic Technology

Anchorage, Alaska, United States

UNIVERSITY OF ALASKA ANCHORAGE

2024-Present

- Expected to study part-time starting Spring 2024.

BA with Honours in Economics and Business with East European Studies

London, United Kingdom

UNIVERSITY COLLEGE LONDON

2015-2018

- 1st Class Honours degree (3.8 GPA). 2017-2018 Faculty of Social and Historical Sciences Dean's List member (top 5% of 900+ students).

Skills & Certifications

Medical CPR & BLS (2023), EMT1 (expected Spring 2024)

Languages English (native), Russian (fluent)