

Richard Stephens

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Education

Alaska Pacific University

Anchorage, Alaska, United States

MSC IN OUTDOOR AND ENVIRONMENTAL EDUCATION

2023-2025

- Beginning studies in Autumn 2023 with an expected graduation date of May 2025.

University College London

London, United Kingdom

BA WITH HONOURS IN ECONOMICS AND BUSINESS WITH EAST EUROPEAN STUDIES

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+ final year students).

Experience

London Business School

London, United Kingdom

PROGRAMME ADMINISTRATOR, GRADUATE MASTERS PROGRAMME OFFICE

October 2022-March 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 software to make student status letters using Python/PyQt6, MS SQL Server, and Qualtrics REST API.
- Handled student enquiries in-person, via email, and over the phone.
- Handled communications with partner universities and exchange students in the Graduate Masters Exchange Programme Office.
- Helped Programme Managers with projects such as programme briefings, newsletter publications, and events management.

Iskrovo Farm

Kaliningrad, Russia

COMMERCIAL APPLE FARM MANAGER

August 2021-July 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 and buyers to supply apples to markets across Kaliningrad Oblast.
- Organized 'pick your own' tours for visitors from regional cities.

Carmel School Academy

Hong Kong, Hong Kong

MATHEMATICS AND ECONOMICS TEACHER

August 2019-July 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).

E-OK Academy

Hong Kong, Hong Kong

MATHEMATICS AND ECONOMICS TEACHER

December 2018-July 2019

- Taught Economics (IBDP HL and SL, GCE, IGCSE), Mathematics (IGCSE) and Business and Management (IB SL) to 1-10 middle and high school students.
- Custom-built and taught "catch-up" plans for lower-achieving students.

Tadpoles Early Learning

Hong Kong, Hong Kong

STEM TEACHER

July 2018-November 2018

- Taught LEGO Education robotics to 1-10 primary school students. Also taught Junior Entrepreneurship, Oxford Composition/Writing, Cambridge English, and Jolly Phonics.

M.A.D. Urban

Ulaanbaatar, Mongolia

RESEARCH INTERN

August-September 2017

- Consulted the largest Mongolian investment company on market entry strategy for a home improvement megastore chain.
- Led a team of 2 in conducting the first market research study of the Ulaanbaatar parking industry and presented to investors.
- One of 6 appraisers auditing collateral property valuations in defaulted loans for 5 Mongolian commercial banks as part of a national Asset Quality Review organized by the International Monetary Fund.

Skills

Languages English, Russian

Programming Python, JavaScript, C, 6502 Assembly

Back-end MS SQL, REST API

Front-end HTML5, CSS3