

Richard Stephens

PROGRAMME ADMINISTRATION · HIGHER EDUCATION

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Experience

London Business School

London, United Kingdom

PROGRAMME ADMINISTRATOR

October 2022-Present

- Administered the MSc in Management and MSc in Management and Analytics programmes as part of a Programme Office team.
- Wrote software in Python to make 7 types of student status letters using PyQt6, MS SQL Server, and Qualtrics API. Two departments use the software.
- Handled student enquiries in-person, via email, and over the phone.
- Handled communications with partner universities and exchange students as part of the Graduate Masters Exchange Programme Office team.
- Helped Programme Managers with projects such as programme briefings, newsletter publications, student seminars, and events management.

Khoroshovskaya School

Moscow, Russia

BUSINESS AND ECONOMICS TEACHER

September 2021-July 2022

- Led student recruitment and admissions efforts with senior teachers and administrators through school tours and parent outreach.
- Mentored students through mock interviews and university applications for US and UK universities.
- Taught Business Management (IBDP SL) and Economics (HL and SL) to classes of 10-20 students.

Carmel School Academy

Hong Kong, Hong Kong

MATHEMATICS AND ECONOMICS TEACHER

August 2019-July 2021

- Taught classes of 10-30 students in IB (MYP and DP) and pursued training through IB workshops and in-school development.
- Taught MYP1 and MYP4 Mathematics, co-taught Economics (HL and SL), and co-mentored 2 Economics Extended Essays.
- Provided one-on-one support to special needs students and participated in exam invigilation (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 banks as part of a national Asset Quality Review.

Education

University College London

London, United Kingdom

BA (HONS) IN ECONOMICS AND BUSINESS WITH EAST EUROPEAN STUDIES

2015-2018

- Achieved 1st Class Honours degree and was a 2017-2018 Dean's List member (top 5% of 900+ final year students) for the Faculty of Social and Historical Sciences.