

Richard Stephens

PROGRAMME ADMINISTRATION · HIGHER EDUCATION

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Experience

London Business School

London, United Kingdom

PROGRAMME ADMINISTRATOR

October 2022-Present

- Worked in a Programme Office team to administer the MSc in Management and MSc in Management and Analytics programmes.
- Wrote software in Python to make 5 types student status letters. Used PyQt6, Pandas, pyodbc / SQL Server, and Qualtrics API.
- Managed student queries in person, through email, and over the phone.
- Worked in the Graduate Masters Exchange Programme office to manage relationships with partner exchange universities, as well as incoming and outgoing exchange students.
- Worked with Programme Managers on annual projects including mandatory student seminars, seating charts, programme-wide briefings, and other Programme Office events.

Khoroshovskaya School

Moscow, Russia

BUSINESS AND ECONOMICS TEACHER

September 2021-July 2022

- Worked in a team with senior teachers and administrators to lead student recruitment and admissions drive through organized school tours and parent outreach.
- Mentored penultimate year students in mock interviews, and completing US and UK university applications.
- Experience teaching classes of 10-20 students in IBDP SL Business Management as well as (HL and SL) Economics.

Carmel School Academy

Hong Kong, Hong Kong

MATHEMATICS AND ECONOMICS TEACHER

August 2019-July 2021

- Experience teaching classes of 10-30 students within an IB environment (both MYP and DP). Pursued training through IB workshops and in-school professional development.
- Roles included teaching MYP1 and MYP4 Mathematics, as well as co-teaching IBDP (HL and SL) Economics. Co-mentored 2 Extended Essays in Economics.
- Worked alongside special-needs coordinators to provide one-on-one support to students on a regular basis.
- Actively participated in examination invigilation. Participated in the 2021 IB exam invigilation team. Acted as assistant coordinator for SAT exams from 2020-2021.

E-OK Academy

Hong Kong, Hong Kong

MATHEMATICS AND ECONOMICS TEACHER

December 2018-July 2019

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

Tadpoles Early Learning

Hong Kong, Hong Kong

STEM TEACHER

July 2018-November 2018

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

M.A.D. Urban

Ulaanbaatar, Mongolia

RESEARCH INTERN

August-September 2017

- Worked in a team to consult the largest Mongolian investment holding company on market entry strategies for the first Mongolian home improvement megastore chain.
- Led a team of 2 in conducting the first market research study of the parking industry in Ulaanbaatar. Presented to a panel of investors.
- One of 6 appraisers assigned to audit property valuations of collateral in defaulted loans for 5 Mongolian banks as part of a national Asset Quality Review run by the Mongolian Central Bank and guided by the International Monetary Fund.

Education

University College London

London, United Kingdom

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

2015-2018

- 1st Class with Honours. 2017-2018 Dean's List Member for the Faculty of Social and Historical Sciences, awarded to less than 5% of over 900 final year students.