

# Richard Stephens

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## Experience

### Alaska Division of Forestry and Fire Protection

Palmer, Alaska, USA

EMERGENCY FIREFIGHTER

May 2023-Present

- Graduated Basic Wildland Fire Academy in May 2023, earning the "Most Improved Firefighter" award.
- Contributed to the Lynx Lake shaded fuels break project in a saw team on Mat-Su Module. Completed FAL3 taskbook.
- Responsible for managing warehouse inventory and crew time reports for Mat-Su Module. Gained experience as a squad boss.
- Joined Gannett Glacier Type II Initial Attack Module on detail in July 2023.

### 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, and custom-built "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.

## Education

### 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+ students).

## Skills

**Firefighting** Chainsaws, Portable Pumps and Hose

**Languages** English, Russian

**Programming** Python, JavaScript, C, 6502 Assembly, MS SQL, REST API, HTML5, CSS3