

# Stephanie A. Lewis

## Seasoned Professional

Somerdale, NJ - Email me on Indeed: [indeed.com/r/Stephanie-A-Lewis/348f3ceec21b2043](https://www.indeed.com/r/Stephanie-A-Lewis/348f3ceec21b2043)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Substitute Teacher

Source 4 Teachers, Camden County, NJ - 2004 to Present

Fulfills both short and long-term substitute assignments across all subject areas, effectively teaching students of varied academic/age levels (grades K-12) and diverse cultural backgrounds. Instruct classes of as many as 25 students; communicate with teachers, administrators and parents; and build a positive rapport with students.

#### Customer Service Representative

Source 4 Teachers, Camden County, NJ - Blackwood, NJ - 2010 to 2012

- Processing data for vision insurance claims for major stores.
- Implementing vision insurance plans into database system.
- Corresponding with stores and insurance companies to insure correct information for all parties.
- Handling all correspondence regarding optical issues in with store reps and customers experiences.

#### Supervisor

Source 4 Teachers, Camden County, NJ - Stratford, NJ - 2006 to 2010

- Responsible for 50 call center representatives for Verizon communication program. Traveled to Texas for training regarding FCC regulations and Quality Assurance.
- Monitored and insured representatives handling of customers on phone; trained and critiqued representatives phone etiquette as needed.
- Responsible for promoting team environment, confidence and professionalism among call center representatives. Helped create a pleasant work environment under sometimes stressful conditions.

#### Church Secretary/Receptionist

Mt. Zion UM Church - Lawnside, NJ - 2003 to 2005

- Answered phones; met with members and vendors in absence of the Pastor.
- Created/maintained filing system for church records.
- Composed all correspondence to members, clergy, etc. and assisted Pastor in scheduling meetings; recorded monthly meeting minutes; created proper forms for weekly announcements.

#### Administrative Assistant

Dionex Medical Supplies & Equipment - Marlton, NJ - 2003 to 2004

- Coordinated meetings and travel schedules; maintained filing system, placed office supply orders via house system.
- Opened/distributed mail, created general correspondence.
- Acted as Sales Liaison and Customer Service representative as needed.

#### Designer

JBS Limited - New York, NY - 2002 to 2003

Designed women's apparel line for woman's apparel manufacturer.

**Designer/Merchandiser/Buyer**

Essence by Mail Catalog - New York, NY - 1998 to 2002

- In-house designer for women's apparel/footwear specialty catalog
- Forecasted trends for fabric and apparel market
- Analyzed sales to meet needs and tastes of customers
- Designed profitable dress category
- Created initial ESSENCEASE loungewear line

**Women's Apparel Designer**

SUKA - New York, NY - 1996 to 1998

Designed contemporary styles for catalog.

**Freelance Designer**

P.A.C. Imports, Inc - New York, NY - 1996 to 1997

Designed ethnic line of apparel for women.

**Merchandiser/Designer**

Beeba's Creations - 1990 to 1995

Projected annual cost estimates.

- Coordinated with production to ensure appropriate utilization of fabric and color.
- Compiled library of seasonal colors.

**EDUCATION****Bachelor in Fine Arts of Fashion**

Moore College of Art & Design - Philadelphia, PA

Highland Regional High School - Blackwood, NJ

**AWARDS****Mentoring Award Mt. Zion United Methodist Church**

October 2015

**Appreciation Award from Youth & Family Services (Camden County)**

June 2006

**Martin Luther King Award from Camden County Board of Chosen Freeholders**

January 2006

**ADDITIONAL INFORMATION****PERSONAL ATTRIBUTES:**

- Strong interpersonal and organization skills
- Excellent verbal and written communication skills
- Proficient analytical and problem solving skills; detail-oriented, multi-tasker
- Independent and self-motivated professional
- Microsoft Word, Excel & PowerPoint, Adobe Illustrator