

# STEPHANIE DAVIS

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## PROFILE

I am a dynamic, highly driven full stack web developer. I have recently finished a certificate in Full Stack Development from The University of Western Australia in partnership with Trilogy Education Services. I am seeking to utilize my skills in HTML/CSS, JavaScript, Node.js, React, as well as my substantial skills in education, business, and administration to develop dynamic end-to-end web applications in an exciting and challenging environment.

## EXPERIENCE

ASSISTANT CENTER DIRECTOR, TUTOR TIME INTERNATIONAL NURSERY AND KINDERGARTEN; HONG KONG– 2017-2018

Responsibilities:

- Working closely with the Center Director on a daily basis to ensure the smooth overall operation of the school, including the planning and overseeing of the daily time tabling of classes
- Representing the Center Director in her absence in all matters organizational, administrative and in relation to discipline
- Assisting the Center Director with Open House sessions, assemblies and other special events throughout the year
- Conducting daily informational tours, as well as presentations and tours during parent information sessions
- Supporting the Center Director in the interview and admission process of students
- Assisting in multiple marketing events throughout the year
- Maximizing the school's enrolment
- Monitoring enrolment and withdrawals
- Following up with new enrolments & withdrawals
- Communicating information among students, teachers and parents.
- Responding to parent concerns and inquiries
- Organizing assessment interviews with children and parents.
- Handling and following up with parent issues
- Expertly knowing and understanding curriculum for all levels
- Assisting in the development, evaluation, and implementation of school curriculum
- Monitoring all teachers lesson preparation, materials, and presentations
- Observing teachers and evaluating learning materials to determine areas where improvement is needed
- Ensuring all teachers follow school instructions and stay on schedule
- Checking teacher weekly reports, monthly newsletters, and report comments to teachers
- Preparing the monthly newsletter with photos to be published

- Coordinating use of school facilities for day-to-day activities and special events
- Taking inventory of books, equipment and supplies
- Supervising grounds and facilities maintenance
- Assisting with safety inspections
- Maintaining effective data management systems such as student records, teacher records, and attendance

KINDERGARTEN TEACHER, TUTOR TIME INTERNATIONAL NURSERY AND  
KINDERGARTEN; HONG KONG– 2017-PRESENT

Responsible for:

- Designing and following a complete teaching plan
- Teaching alphabet and numeracy along with personal, social and emotional skills
- Organizing learning material and resources
- Using a variety of activities and instructional methods (songs, stories, media, structured games, art, etc.) to motivate and stimulate children's abilities

PRIVATE HOUSEHOLD MANAGER/NANNY, SAN FRANCISCO, CALIFORNIA,  
U.S.A. – 2015-2016

Responsibilities:

- Planned, organized, and coordinated events
- Managed household calendars and schedules
- Arranged appointments
- Scheduled and supervised home maintenance projects
- Completed any requested administrative tasks and errands
- Supervised activities of children
- Lead educational activities
- Helped with homework
- Tutored in French

PART TIME NANNY/NIGHT NANNY; SAN FRANCISCO, CALIFORNIA, U.S.A. –  
SPRING 2015

Responsible for the care and wellbeing of infant twin girls throughout first 3 months

PRESCHOOL TEACHER, TAMBREY EARLY LEARNING CENTRE; KARRATHA,  
AUSTRALIA– 2013-2014

Created lesson plans, organized activities, and developed a well-managed, child oriented learning curriculum which motivated and stimulated children's learning abilities.

PRIVATE HOUSEHOLD MANAGER/NANNY; FORT WORTH, TEXAS, U.S.A.–  
2011-2013

Provided a stimulating learning environment for a female toddler through arts and crafts, music, and indoor and outdoor activities. Lead educational activities such as puzzles and games, and read frequently to toddler in both English and French to develop early language skills.

ELEMENTARY SCHOOL TUTOR; SAN ANGELO, TEXAS, U.S.A.  
– 2006-2008, & 2010

Tutored in public schools as a volunteer and privately three to four days per week. Assisted immigrant children from 5-11 years old in the development of English reading, writing, speaking skills, and math. Created lesson plans that were culturally relevant for a diverse student population.

TUTOR TO FRENCH UNIVERSITY STUDENTS; PARIS, FRANCE– 2008-2009  
Organized frequent activities to help students improve in their English reading, writing and speaking skills.

AU PAIR; CIVITANOVA MARCHE, ITALY– SUMMERS 2006-2008  
Created daily lesson plans and activities in English to improve the written and verbal skills of a young Italian girl. Also engaged in constant speaking and conversation practice.

## EDUCATION

THE UNIVERSITY OF WESTERN AUSTRALIA IN PARTNERSHIP WITH TRILOGY  
EDUCATION SERVICES; PERTH, W.A.– SEPTEMBER 2019- MARCH 2020

CERTIFICATE IN FULL STACK WEB DEVELOPMENT

- Became Proficient in HTML5, CSS3, JavaScript, jQuery, Bootstrap, Express.js, React.js, Node.js, Database Theory, MongoDB, MySQL, Command Line, Git, and more.

THE TEFL ACADEMY; LONDON, U.K.– MARCH 2017

120 HOUR TEFL CERTIFICATE WITH DISTINCTION

- Created lessons for a variety of levels from pre-intermediate to advanced
- Proficient in teaching speaking, listening, reading, writing, and grammar
- Skilled in material and resource creation utilizing the Internet and other sources

- Knowledgeable of various teaching and classroom management techniques

ANGELO STATE UNIVERSITY; SAN ANGELO, TEXAS, U.S.A.– 2006-2010

BACHELOR'S OF FRENCH/JOURNALISM MINOR

- Graduated with a 3.6 GPA, Cum Laude, Alpha Chi National College Honor Society, Honors Program

MASSEY UNIVERSITY; PALMERSTON NORTH, NEW ZEALAND– SUMMER 2010

FILM STUDIES

- Program participated with the Weta Cave Workshop & New Zealand Film Commission
- Completed program with a 4.0 GPA

UNIVERSITÉ PARIS-DAUPHINE; PARIS, FRANCE– 2008-2009

INTERNATIONAL BUSINESS MANAGEMENT STUDIES

- Completed course at the top of my international class
- Focused on cross-cultural barriers & communication
- Completed program with a 4.0 GPA

### OTHER QUALIFICATIONS

More than 3 years relevant experience providing secretarial and administrative support. Daily tasks including:

- Administration
- Appointments
- Correspondence
- Errands
- Events
- Event Planning
- Filing

- Maintaining Schedules
- Meetings
- Office Management
- Project Management
- Research
- Scheduling
- Taking Dictation

### **HOBBIES AND INTERESTS**

I have traveled extensively to around 65 countries. I love exploring new places, and learning about people and cultures different from my own. I also enjoy studying history & music. I grew up playing the flute and violin, as well as singing in multiple choirs. In my spare time, I participate in several sports, including paddling on a dragon boat team. I am also currently studying to obtain a private pilot's license.

### **PERSONAL DETAILS**

Date of Birth: 22 August, 1987

Marital Status: Married

Nationality: American

**REFEREES AVAILABLE UPON REQUEST**