

# Stephanie Wiland

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## **EDUCATION**

**Sweet Briar College, Sweet Briar, Virginia - Major: *Business* Minor: *Government***

January 2016 - May 2017, August 2013 - May 2015

**Hollins University, Roanoke, Virginia**

August 2015 - December 2015

## **EXPERIENCE**

### **The Kipling School Network, Houston, TX**

*Teacher Assistant*, August 2019 - Present

- Helping lead teachers when needed with different activities in the classroom
- Always ready to be in a classroom with ample time to help prepare for the day
- Helped in multiple classrooms and in after school

### **Charter Substitute Teacher Network, Houston, TX**

*Substitute Teacher*, October 2018 - May 2019

- Fulfilled short-term substitute teaching positions ranging from grades K-8th
- Was given praise from coworkers for repeated ability to arrive with very short notice, presentable, prepared, and ready to engage the students
- Maintained effective classroom management strategies and applied advanced teaching

### **S. Bell Designs, Houston, TX**

*Executive Assistant*, April 2018 - Present (part-time)

- Improved office efficiency by implementing filing system
- Created and delivered Invoices, Inventory Sheets and Accounts Receivables through online resources using Microsoft
- Call and meet with vendors to check on orders, schedule deliveries and coordinate payments

### **Private Family Client, Houston, TX**

*Nanny*, March 2018 - August 2019

- Supervising children's activities
- Transported kids home from school daily, with 100% clean driving record
- Accommodated last-minute schedule changes and adhered to parent guidelines and cultural mores governing the care, safety, education and enrichment of their children.

### **Relay for Life, Sweet Briar, VA**

*Chairwoman*, August 2016 - May 2017

- In charge of planning events and ensuring that everyone on the committee is doing their assigned job
- Inform people what the cause is and the American Cancer Society
- Raised \$3,573 for the American Cancer Society

*Luminaria Chair*, January 2016 - May 2016

Contacted ACS for materials for the luminaria. Coordinated with area representative for event planning.

### **Crisis Text Line, New York, NY**

*Online Crisis Counselor*, October 2015 –May 2018

- Help people in their moments of crisis through an on-line text support system
- Help individuals in crisis seek help and find resolutions to issues at hand
- Become a trustworthy advocate, refer to appropriate resources for long-term support and assistance
- Assessing situations and building rapport

### **Sweet Briar College Fitness and Athletic Center, Sweet Briar, VA**

*Building Supervisor*, September 2013 - May 2015, January 2016 - May 2017

- Responsible for supervision of cardio room and equipment
- Assist patrons utilizing the facilities
- Ensure cleanliness and proper utilization of workout equipment

### **Hollins University Stables, Roanoke, VA**

*Equestrian Laborer*, September 2015 - December 2015

- Provide care and feeding horses; ensure hay and water is fresh/changed
- Responsible for cleaning, sweeping and shoveling the barn and stalls

## **SKILLS**

- Planning of high quality events
- Proficient in Microsoft Office
- Proficient in Google Programs
- Able to maintain Social Media pages
- Excellent verbal and written communication
- Able to build relationships
- Flexible
- Detail-Oriented