

Stephanie A. Collado

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Profile

Function well in high pressure situations and have a strong background in meeting deadlines. Creative thinker with strong customer service skills.

Languages- English, Spanish & Italian.  
  
Education  
M.B.A., C.W. Post Long Island University AACSB Accredited May 2007  
The Princeton Review Says C.W. Post M.B.A. Program among Best in Nation  
http://www.liunet.edu/cwis/cwp/pr/press/2007/171.html  
  
B.A. Psychology, State University of New York at Stony Brook December 1999  
The SBU Department of Psychology was founded in 1965. Members of the department have received awards for their excellence in teaching at university, state, and national levels. Many are nationally and internationally renowned researchers.  
http://www.sunysb.edu/  
http://www.psychology.stonybrook.edu/psychology/index.php?intro  
  
Career History

NYLA Academy, Bucheon, South Korea

December 2012-February 2015

English Teacher

\*All levels (kindergarten-Adult)

\*Teaching 30 hours per week.

\*Speaking emphasis

American City English/American International School/American City, Jukjeon, South Korea

January 2011-December 2012

English Teacher

\*Kindergarten & Early Elementary

\*Teaching 27 forty minute classes per week.

\*Phone counseling weekly.

Avalon English Academy, Bucheon, South Korea  
September 2010- September 2011

English Teacher  
\* Taught English to Elementary and Middle School children in South Korea  
\* Present learning materials to children of various fluency levels  
\* Lesson planning and creating educational supplements for class   
\* Taught 19 seventy minute classes per week  
\* Assisted Korean counterparts with understanding various concepts that were cultural and language oriented

\*Teaching NEAT during intensives

Bilinguals Inc., Huntington Station, N.Y.  
August 2004- December 2006

Billing Coordinator  
\* Helped department reduce payment rejection rates to almost 0%  
\* Consistently met monthly deadlines  
\* Established coordinated intra-department record keeping  
\* Audited paperwork and processed payment for over 210 independent   
contractors during monthly two and a half weeks   
\* Created and signed off on vouchers billing the counties and the state   
worth thousands of dollars each  
  
InterCounty Appliance Corporation, Commack, N.Y.  
May 2002-March 2004  
  
Receiving Clerk  
\* Handled shipping manifest making sure all goods were accounted for  
\* Created and entered new model descriptions into the computer system  
\* Handled pricing calls from vendors requesting further information  
\* Managed inventory of products ensuring the warehouse and the   
computer were in sync  
\* Input purchase orders for the most important accounts: GE, Maytag,   
Whirlpool and Frigidaire/Electrolux  
  
American Home Mortgage, Melville, N.Y.  
December 2001-May 2002  
  
Assistant to Director of Risk Management and Accounting   
Department  
\* Helped with project to reduce fraudulent mortgage applications  
\* Helped with Mortgage Application audits by researching social security   
numbers and their validity  
\* Assisted with meetings and conference calls with other offices across   
the country  
\* Posted invoice payments and mortgage checks  
  
  
Computer Skills: MS PowerPoint (presentations), MS Excel (Pivot Tables, Spreadsheets, formula calculations, charts). MS Outlook, MS Word, MS Access (macros), Lotus Notes, MS Windows, AS400 (inventory tracking), Solomon IV (check payment postings), CLAIMS (voucher building), Internet (research Lexis Nexis, Viewswire, OECD, IMF, Economist, IFS, WSJ, FT, NYT, Conference Board, BOJ, Business Source Premier)