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Stephanie Selman

29-year-old hardworking, organized, and punctual teacher candidate with experience working with school-aged children, in customer service, and in administrative work in the legal and appliance repair industry. Currently enrolled at Thompson Rivers University in the Bachelor of Education Program, I am looking to obtain full-time work from May-August end. I bring with me strong social emotional skills, attention to detail, time management abilities, communication & listening skills.

SKILLS

- Lesson Planning
- Classroom Management Strategies
- First Aid Certification
- Strong Grammar and English Skills;
- Typing Speed of 90 Words per Minute;
- Legal Transcription;
- Proficiency in Microsoft Word, Outlook and Excel;
- Experience Overseeing/Managing Others;
- Corresponding with Clients, Specialists and Counsel;
- Drafting Correspondence and Pleadings;
- Scheduling and Preparing Materials for Specialist Appointments and Court; and
- Class 5 Drivers License.

WORK EXPERIENCE

Herbs Appliances — Office Manager

May 2022 – August 2024

- Corresponding with Customers & Making Bookings;
- Corresponding with Warranty Companies;
- Submitting and Processing Repair Claims;
- Paying and Processing Invoices;
- Managing Customer Interactions and Complaints;
- Creating Spreadsheets in Excel & Word

City of Kamloops – Multi-Sport Coach

May 2022 – December 2023

- Developing lesson plans
- Responsible for participant safety, equity, diversity, and inclusion practices
- Support Communications shared with families regarding program
- Incorporate physical literacy concepts & support long-term development

Sicamous houseboats - Front Desk/Guest Services Manager

March 2020 - December 2021

- Corresponding with Guests & Making Bookings;
- Responsible for Handling Cash & Bank Deposits;
- Assisting the GM with day to day tasks;
- Managing Guest Services and Handling Customer Complaints;
- Corresponding With & Taking Payments from Boat Owners;

- Organizing and Setting Up Operations; and
- Interacting with families as they arrive/prepare for their vacations.

Hamilton Duncan Armstrong & Stewart — *Personal Injury Hybrid Paralegal/Legal Administrative Assistant*

May 2017 - March 2020

- Corresponding with Clients, Defence Counsel, ICBC and Doctors;
- Transcription of files prepared by Lawyers;
- Instructing and Overseeing the Work of Legal Assistants;
- Drafting Pleadings and Correspondence;
- Requesting and Reviewing Clinical Records;
- Paying and Processing Invoices;
- Note Taking in Client and Strategy Meetings;
- Scheduling XFD's, Mediation, Trial, Client Meetings and Specialist Appointments; and
- Updating Special Damages.

Spraggs & Company — *Legal Administrative Assistant*

July 2016 - May 2017

- Drafting Correspondence to Clients, Defence Counsel and Doctors;
- Drafting List of Documents;
- Note Taking in Strategy Meetings;
- Requesting Cheques;
- Scheduling and Preparing Materials for XFD and Mediation;
- Transcription of files prepared by Lawyers; and
- Updating Special Damages.

Rev Recruiting — *Transcriptionist*

January 2016 to July 2016

- Transcribing Subjects Ranging from Sports, Legal, Medical, Business and Education.

Cineplex Cinemas — *Cast Member & Birthday Party Leader*

July 2013 – December 2015

- Cash Handling and Safety Deposits;
- Opening and Closing Duties;
- Customer Service;
- Birthday Party Leader;
- Cleaning;
- Food Handling

EDUCATION

Thompson Rivers University - Bachelor of Education & General Arts

January 2022 - Present

Related Coursework: General studies geared towards becoming an elementary school teacher – currently mid-way through Education Program

Simon Fraser University — *General Studies*

2018

Related Coursework: Psychology and Linguistics

Douglas College — *Legal Administrative Assistant Certificate*

2015 - 2016

Related Coursework: Litigation, Conveyancing, Wills and Estates, and Family Law

Kwantlen Polytechnic University — *General Studies*

2014 - 2015

Related Coursework: English and Early Childhood Education

Delta Secondary School — *Highschool Diploma*

2008 - 2013

VOLUNTEER EXPERIENCE

SD73 ASSAI Program – Leader/Person of Rapport

October 2024 – March 2025

- Developing lesson plans
- Responsible for participant safety, equity, diversity, and inclusion practices
- Incorporate physical literacy concepts & support long-term development

TRU Bachelor of Education Practicum 1

October 2024 – December 2024

- Developing lesson plans for grade 6/7 curriculum
- Assisting classroom teacher with day-to-day duties
- Assisting with classroom organization
- Observing teacher, students and classroom environment
- Assisting students with work
- Writing reflection journals

McGowan Park Elementary School Volunteer

November 2022 – April 2023

- Assisting classroom teacher with day-to-day activities
- Observing teacher, students and classroom environment
- Assisting students with work
- Assisting with classroom organization

References can be provided upon request