

# STEPHANIE RAE

## Educator & Facilitator

Accomplished corporate trainer and curriculum designer, recognized for being highly organized and detail-oriented. Arts sector leader and community organizer skilled in driving forward progress and directing high-performing teams. Experienced in developing solutions and implementing systems to solve problems and pro-actively improve operational efficiency.

## Work History

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**2021-12 -  
Current**

### **Rap Registrar**

*FLS+, Remote*

- Devises and implements reliable data management procedures to enable usability and security of company data.
- Updates and organizes event seasons in Active Network software to handle customer data.
- Tests programs and databases to identify issues and make necessary modifications.
- Provides administrative support for smooth registration processes for Foundations of Freestyle classes.

**2021-06 -  
Current**

### **Corporate Trainer**

*Hemsley Fraser, New York, NY*

- Delivers engaging and entertaining presentations to maintain employee attention and improve impact of training.
- Monitors employee progress and gave feedback to management.
- Has worked with clients including MilliporeSigma, Weil, Gotshal, & Mages LLP, and others.

**2020-10 -  
Current**

### **Professional Improv Performer**

*Today Improv, Los Angeles, CA*

- Performs humorous and serious improvised scenes, based on audience suggestions.

## Skills

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Education

Program leadership

Relationship building

Customer rapport

Online instruction

Curriculum Creation

Group and individual instruction

Workshop coordination

Online training experience

Public speaking

Project implementation

Data organization

- Captures audience by channeling and exhibiting emotions, thinking creatively, and responding to feedback in real-time.
- Has worked with clients including Microsoft, Exact Sciences, Masterbuilt, Madison Capital Funding, and others.

**2018-10 -  
Current**

## **President**

*Black Improv Alliance, Orlando, FL*

- Created and implemented 100 Black Improvisers Partnership Program, creating scholarships at more than 50 improv theaters around the world.
- Designs and facilitates corporate trainings for topics ranging from improving collaboration and increasing flexibility to recognizing privilege and confronting microaggressions.
- Designs and teaches improv acting workshops for theaters around the country, both remotely and face-to-face.
- Produces, directs, and performs in improvisational acting shows, both remotely and face-to-face.
- Devises new promotional approaches to boost community engagement and drive growth.
- Has worked with clients including YouTube, SC Johnson, and the Executive Leadership Council, among others.

**2013-06 -  
Current**

## **Co-Owner, Reading & Writing Specialist**

*EZ Learning Academy, Inc, Miami, FL*

- Provides private tutoring in all levels of reading and writing.
- Creates and updates course materials.
- Taught large group SAT and ACT classes.
- Trained and supervised other reading and writing teachers.

**2019-08 -  
2021-03**

## **Adjunct Professor**

*Miami Dade College, Miami, FL*

- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations, including visual, aural and social learning modalities.

- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Transitioned course material and applied technological options for online English classes.
- Developed and implemented curriculum for in-person Advanced English Conversation courses to improve learning and student performance.

2016-02 -  
2019-05

### **Improvisational Acting Instructor**

*Red Carpet Kids, Miami, FL*

- Taught six weekly improvisational acting classes to elementary and middle school students.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Used learning assessments to regularly monitor student understanding of class concepts and materials.
- Wrote weekly reports summarizing classes.
- Planned and implemented presentations at the end of each course.

## **Education**

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2007-08 -  
2010-05

### **Juris Doctor**

*GEORGETOWN UNIVERSITY LAW SCHOOL - Washington, DC*

Farrell Scholarship, Activities: Entertainment & Sports Law Society, Innocence Project (Application Screener & Events Chair), Black Law Students Association

2003-08 -  
2007-05

### **Bachelor of Science: Psychology**

*HOWARD UNIVERSITY - Washington, DC*

Summa cum laude, Phi Beta Kappa, Psi Chi, College of Arts & Sciences Honors Program, Laureate Scholar, Dean's List