**STEPHANIE R. BRIDGES**

1351 Devonhurst Drive, Columbus Ohio 43232, 614-565-7315, [sbridges02@live.com](mailto:sbridges02@live.com)

**EMPLOYMENT**

**Author and Publisher**

In Spirit Power and Truth Publishing, LLC; 2014 - Current

* Write, Edit and Revise Publications for children, teens and adults; Creative and Bus. Freelance Writer
* Publish Fiction and Non-Fiction Books in E-book and Paperback Format; Nine Releases
* Create and Publish Websites; Maintain and Grow Social Media Presence
* Build Community and Professional Relationships with Gov. Agencies, Businesses and Non-Profits
* Hold MBE and WBE Certifications and Vendor License with Local City, State, County and School District

**Job Training Facilitator**

Digital Works; 2016

* Teach customer service, resume writing, interviewing, and computer basics for telecommuter careers
* Conduct orientation, assess computer skills, interview and match funding for Digital Works candidates
* Partner with other non-profit organizations to reach and provide a comprehensive service to clients

**Job Coach**

Greenleaf Job Training Services; 2015-2016

* Assist people with differing abilities to explore education and employment opportunities
* Work with Opportunities for Ohioans with Disabilities to assess consumer interests and capabilities
* Document and report task analyses, vocational behaviors, goals and reasonable accommodations
* Facilitate vocational testing, mock interviews, resume writing and guide disability disclosure discussions

**Health Operations Specialist (Telecommuter Position)**

Kaplan; 2011-2014

* Reserve classroom space for Kaplan NCLEX Reviews at hotels and universities nationwide
* Negotiate, sign, and execute contractual obligations with venues including credit card and invoice billing
* Determine and ship necessary media equipment for instructor ease and optimal educational outcomes
* Work with sales and faculty management to determine schedules, locations and budgets for classes

**Trainer for American Institutes for Research (Intermittent)**

CBS Personnel; 2007-2011

* Assess rubric guideline compatibility with exam prompt and student replies to determine scoring
* Train scorers on calculating long responses and short answers for consistency and efficiency
* Score test responses for primary and secondary state departments of education
* Edit prompts and multiple-choice selections to adhere to test modifications and updates

**GED Instructor**

Child Development Council of Franklin County (CDCFC); 2001-2007(Permenent); 2008-Current (Substitute)

* Teach GED English and social studies to adults from myriad ethnic and socioeconomic backgrounds
* Establish CDCFC as an Official GED Practice Test site through training and successful referrals
* Enhance educational exposure via trips to MLK Center, COSI, Columbus Museum of Art, Col State

**EDUCATION**

**Bachelor of Science in Secondary English**

The Ohio State University; March 1993

**EXPERIENCE**

Microsoft Office Proficient; Typing – 45 wpm

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**References**

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