

Tara Stekel

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Strategic operations and enablement professional supporting cross-functional teams to work smarter, faster, and more efficiently. Experienced in sales enablement, IT asset management, onboarding, process optimization, and project coordination across multiple business units. Contributions include turning complex workflows into scalable systems, streamlining internal operations, and improving team productivity while ensuring exceptional customer experiences.

PROFESSIONAL EXPERIENCE

EF EDUCATION FIRST

Specialist, Sales Enablement / Office Services (IT, Logistics, Facilities)

Toronto, ON
Sept 2023–Present

- Drive cross-product sales and workplace enablement by developing, organizing, and distributing collateral that supports every stage of the sales pipeline, with oversight on compliance, procurement, and global distribution
- Own onboarding and technical enablement across Sales, Marketing, Customer Support, and Finance, improving ramp time and delivering a smooth, well-supported new-hire experience
- Lead initiatives to automate and scale highly manual workflows (printing, shipping, 3PL allocations, order fulfillment), reducing errors and improving accuracy through CRM (Salesforce & proprietary) and WMS integrations as well as cost optimize these end-to-end processes
- Manage IT asset and license lifecycles across three offices, including procurement, provisioning, endpoint management (Intune), end-of-life recovery, and vendor negotiations
- Provide hands-on IT support for macOS and Windows environments, supporting both on-site and remote employees
- Coordinate nationwide conference logistics and cross-functional enablement programs with multiple stakeholders and tight timelines

NEXTGEN LEARNING

Educator, Curriculum Developer

Newmarket, ON
Oct 2022–Aug 2023

- Assist in the implementation of developmentally appropriate digital literacy programs designed to enhance children's computational and logical development.
- Collaborate with colleagues to assess individual children's progress and contribute to the development of individualized plans and strategies to support their growth.
- Foster positive relationships with children, families, and colleagues, promoting a welcoming and inclusive environment..

CODE NINJAS

Software and Programming Instructor

Mississauga, ON
Feb 2020–Sept 2022

- Successfully developed and delivered a comprehensive curriculum covering JavaScript, C#, and fundamental programming concepts to facilitate student learning.
- Assumed leadership role by effectively managing and organizing departmental activities, resulting in a harmonious and efficient work environment.
- Proactively identified and addressed areas for improvement by evaluating current processes and proposing viable solutions.
- Work closely with students and other instructors in a collaborative and adaptable manner to address shortcomings.

EDUCATION

University of Toronto
Bachelor of Science, Mathematics

Toronto, ON

SKILLS

Sales Enablement & Process Optimization: CRM (Salesforce, Proprietary), Pipeline Support, Cross-Functional Collaboration, Knowledge Management

IT & Technical Enablement: Endpoint Management (Intune), Asset & License Lifecycle Management, Helpdesk Support, Vendor Negotiation, Microsoft 365, MacOS, Cisco Meraki, Yealink

Project & Operations Management: Conference Coordination, Fulfillment & Distribution, Global Procurement, Contract Management

Technical Tools & Languages: Java, Python, SQL, JavaScript, HTML/CSS, Git, Docker, AWS, Azure AD, Freshservice, Jira, Confluence

References available upon request.