

Curriculum Vitae

Brittany Curtis
Heights Preparatory High School
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Education

Grambling State University, Grambling, La
BS - Computer Information Systems

Grambling State University, Grambling, La
MS – Public Administration
Human Resources concentration

Certifications

Technology Applications (E-12)
Educational Aide II

Teaching Experience

El Centro College, Dallas, TX – 2017 to present
Dual Credit instructor for Java Programming , Advanced Java Programming and Program Logic and Design courses.

Heights Preparatory High School, Dallas, TX - 2017 - Present
Programming and Program Logic and Design Instructor – Design lesson plans, objectives and learning outcomes for two Java programming courses and Program Logic and Design course.

Athlos Leadership Academy, San Antonio, TX – 2015-2017
Technology Instructor - Design lesson plans, objectives and learning outcomes for technology courses, plan and supervise assignments of teacher aide and volunteers, extended day and weekend school tutoring as required.

Judson ISD, Judson, TX 2013-2015
Special Education Aide
Performed tasks under the general supervision of a certified teacher or teaching team, assisted in preparing classroom and instructional materials for student use, managed student behavior and intervened in crisis situations involving student behavior as needed, documented service and activities related to the education of the handicapped.

Work Experience

Grambling State University, 2006-2012

Administrative Assistant/Student Worker

Clerical work and project assistant for the VP of Academic Affairs

Grambling City Hall, 2012

Intern/Administrative Assistant

Assisted with Public Works and other departments, the Mayor with different projects and Payroll

Texas Transportation Institute, 2010-2011

Intern for two summers

Created Company Fundraisers and communicated via phone, mail and email with internal and external clients to participate, used technology to input and analyze survey data .

H & R Block, 2005-2008

Call Specialist

Utilized software programs to identify possible resolutions for issues with clients and to document and track client contacts, participated in outbound calling campaigns.

West Telemarketing, 2007-2008

Customer Service Representative

Received customer requests for reservations, analyzed requests, provided information requested or routed request to proper person, used technology to sell home phone, Internet and cable services, resolved customer questions related to orders, maintained liaison with other departments.