

# JUSTIN HYATT

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## PROFESSIONAL EXPERIENCE

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### **The Door – A Center of Alternatives**

New York, NY

*Learning Strategist / Class Facilitator*

September 2022– Present

- Design and execute effective learning strategies and multi-tiered curricula for transition age youth and young adult learners, targeting key areas such as literacy, comprehension, critical thinking, mathematics, and social-emotional development through engaging workshops.
- Develop and deliver dynamic classroom instruction and engaging learning experiences to young adult learners from diverse backgrounds and abilities.
- Offer comprehensive support to program participants through group and one-on-one advisement, tutoring, and reflection sessions.
- Collaborate with Program Directors to lead and execute instructional team projects and initiatives, including test coordination, program exhibitions, and resource allocation for various educational and center programs.
- Administer summative and formative assessments to inform instructional strategies.

### **Lunita.nyc**

Brooklyn, NY

*Producer / Creative Director*

January 2020 – Present

- Create and deliver educational podcast episodes and blog posts on topics such as personal growth, social awareness, and emotional development.
- Oversee all aspects of Lunita, including show format, website content and development, marketing and outreach, partnership management, financial operations, and sponsorships.
- Record and engineer audio for quality sound production and added entertainment value.
- Develop and manage social media content and accounts.

### **Brooklyn Public Library**

Brooklyn, NY

*Lead Facilitator / Head of Curriculum Design*

April 2016 – November 2019

- Designed, developed, facilitated, and provided support for three key components of the library's Young Adult HSE program: HSE/GED readiness, workforce development training / internship placement, and social support / case management.
- Held the position of Team Lead and Head Facilitator, leading and overseeing the work of the Work Readiness Coach and the Case Manager.
- Led team in weekly curriculum development and reflection workshops, as well as case conferencing and counseling with students.
- Managed communications and program design with multiple stakeholder organizations.
- Supervised up to 10 student interns per cycle on various projects and program needs.

### **Turning Point Brooklyn**

Brooklyn, NY

*Advanced-Level HSE Instructor*

February 2016 – December 2017

- Designed, developed and facilitated advanced-level instructional curriculum for HSE program in culturally diverse classrooms of 25+ adult learners.
- Supported over 150 students in their pursuit of an HSE diploma; 70% graduation rate.
- Facilitated case conferencing and counseling with individual program participants.

### **Community Impact (Columbia University)**

New York, NY

*HSE Language Arts / Social Studies Instructor*

January 2015 – April 2016

- Designed, developed and facilitated HSE instructional curriculum for diverse classrooms of all learning levels.
- Supported over 100 adult learners in pursuit of their HSE diplomas.

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## **Gotham Valuation**

*Head of Office Operations / Database Manager*

New York, NY

December 2012 – March 2016

- Lead contact point on all communications between institutions, clients, and staff.
- Directed an eight-person team to ensure timely submission of appraisal reports.
- Built and maintained database on financials, buildings information, clients, and reports.
- Managed multi-layered scheduling and calendars for senior staff.

## **TF Cornerstone**

*Leasing Assistant*

New York, NY

May – November 2012

- Point person for client communications and apartment, building, and amenities tours.
- Updated and maintained database of all available units, both online and in-office.
- Compiled and submitted all paperwork necessary for lease approvals.

## **EDUCATION**

### **Indiana University of Pennsylvania**

Bachelor of Arts in Journalism with a Minor in Philosophy

Indiana, PA

May 2011

## **SKILLS**

- Master of group facilitation and curriculum design and development
- Expert in adult learning practices and adult learner engagement.
- Aptitude for absorbing information and effectively sharing it with others.
- Exceptional ability to connect and build rapport with individuals from diverse backgrounds.
- Demonstrated proficiency in various programs, including Microsoft Office, Google Workspace, and Adobe Creative Suite.
- Strong skills in writing, editing, interpersonal communication, and organizational management.
- Proven ability to effectively manage and prioritize multiple projects.
- Collaborative and always willing to share insights, knowledge, and ideas with others.

## **ORGANIZATIONS**

### **Brooklyn Community Board 10**

*Community Board Member*

Brooklyn, NY

May 2018 – Present

### **United Healthcare Workers East (1199SEIU)**

*Union Member*

New York, NY

December 2022 - Present

### **District Council 37 (Local 1482)**

*Union Member*

Brooklyn, NY

April 2016 – November 2019