

PROFESSIONAL EXPERIENCE

Research Foundation of CUNY *Curriculum Development Specialist*

New York, NY
February 2024– Present

- Develop and implement dynamic curricula for a broad range of workforce training programs, ensuring alignment with industry standards and participant learning objectives.
- Conduct thorough assessments of program needs to identify pain points and implement seamless processes for program development and efficiency.
- Design and launch customized LMS platforms to streamline course content delivery, provide centralized student access to program information, and enhance communication between staff and students.
- Collaborate with subject matter experts (SMEs) to create instructional materials, integrating new tech (VR), multimedia, and interactive elements.
- Design and develop knowledge management systems to optimize program efficiency, allowing for better data organization, retrieval, and sharing.
- Develop programs using virtual learning tools such as Interplay's SkillMill, with built-in tracking and reporting functionalities for both instructors and students.
- Provide support and mentorship to program participants and instructors, with a focus on professional growth and development.
- Contribute to grant proposals and program development initiatives to secure funding and expand program offerings.

The Door – A Center of Alternatives *Learning Strategist / Class Facilitator*

New York, NY
September 2022– January 2024

- Designed and executed 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.
- Developed and delivered dynamic classroom instruction and engaging learning experiences to young adult learners from diverse backgrounds and abilities.
- Offered comprehensive support to program participants through group and one-on-one advisement, tutoring, and reflection sessions.
- Collaborated 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.
- Administered summative and formative assessments to inform instructional strategies.

Lunita.nyc *Producer / Creative Director*

Brooklyn, NY
January 2020 – Present

- Produced educational podcast episodes and blog posts on personal growth, emotional development, and social awareness.
- Oversaw all aspects of Lunita, including show format, website development, marketing and outreach, partnership management, financial operations, and sponsorships.
- Managed multimedia content, overseeing audio engineering and blog management.
- Developed and managed social media content and accounts.

Brooklyn Public Library *Lead Facilitator / Head of Curriculum Design*

Brooklyn, NY
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.

JUSTIN HYATT

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Turning Point Brooklyn

Advanced-Level HSE Instructor

Brooklyn, NY

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)

HSE Language Arts / Social Studies Instructor

New York, NY

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.

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.
- Experience in creating and managing customized Learning Management Systems
- Proficient in various programs, including Microsoft Office, Google Workspace, TechSmith's Camtasia and Snagit, Affinity Suite, and Adobe Creative Suite.
- Strong skills in writing, editing, interpersonal communication, and project management.
- Aptitude for absorbing information and effectively sharing it with others.
- 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