

# Wendy Leigh Curtis

wendyleighcurtis.com



## Education:

- M.A. in Art Education K-12, City College, NY GPA 4.0
- Internship Certification Visual Art K-12
- Initial Certification Visual Art K-12
- Multiple Subject Certification exam Pass
- B.A., Hunter College, Painting, with Honors 2006, NY GPA 3.9
- TOEFL Certification Top 25% of class

## Group Exhibitions:

- The Circa '95 Pop-Up Shop Exhibition, Bronx. New York, New York, 2012
- Art Education Exhibition CCNY. New York, New York, 2011
- Bottom Feeders Studio. New York, New York, 2007
- Second Annual WAGMAG Benefit Art Show, 2006
- Vermont Studio Center Main Gallery 2006. Johnson, Vermont.
- Bottom Feeders Studio 2003. New York, New York.
- Silver Whale Gallery 2003. New York, New York.

## Awards/Publications:

- Full-Fellowship for Residency at Vermont Studio Center 2006
- \$750 cash for 1st place in Kriebel Co. Calendar Contest, Kriebel Co. Press, 2001

## Community Outreach:

- Member, Community Relations Committee, MHHC
- Secretary, New York City Art Teachers Association (NYCATA)
- Member, Morningside Heights West Harlem Sanitation Coalition

## Teaching Experience:

Aug. 2011 - Present

- **Art Teacher, TA Social Students/ELA Opportunity Charter School, NY, NY**  
Proficiencies include; teaching middle school art, co-teaching Social Studies and English Language Arts, providing a positive creative environment, engaging students in innovative curriculum that connections them to each other and community, maintaining relationships with parents, administrators, and community members, grant writing, tutoring when needed.

June 2010- Present

- **Visual Art Instructor, Global Arts To Go, NY, NY**  
Facilitating interactive professional training, workshops, and programs for corporate, non-profit and community settings. Working with existing curriculum as well as developing new curriculum for various art activities including: Community Building, Exploring and Honoring Diversity, Stress Reduction through Movement, World Holiday Celebrations, Literacy through the Arts, Visual Arts Around the World, and Cultural Curriculum.

July 2011- Aug. 2011

- **Camp Counselor, Deerkill Day Camp, Suffern, NY**  
Duties include; developing and teaching innovative sports and team-building activities, providing a positive creative environment, maintaining relationships with parents, counselors, and administration.

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**Oct. 2007- Sept. 2009**

- **Art Instructor, Genesis Program, Boys and Girl's Harbor, NY, NY**  
Responsibilities include; teaching art in the after-school behavioral service program for students ages 11-17, providing a positive creative environment, motivating students to create quality art projects with enjoyment, maintaining relationships with parents and counselors, creating innovative curriculum and lesson plans that are flexible for varying age groups. Tutoring when needed.

**Summer 2001**

- **Teacher for City Seats, Art Works, Cincinnati, OH**  
Taught job training skills to youth ages 10-17 through art. Creatively designed the layout of each bench and then motivated a team to execute the work. Illustrated painting elements and technique, encouraged and managed youth to work hard and finish projects in a tight time frame.

**Summer 2000**

- **Teacher for Creative Columns, Art Works, Cincinnati, OH**  
Instructed youth as mentioned above, but instead of painting, these projects were more sculptural. Projects included clay, mosaic, painting, found materials, metal, etc.

## General Work Experience:

**September 2009 – Sept. 2010**

- **Assistant to the Director, Art Education Program City College, NY, NY**  
Paid internship. Assisting with registration, office organization, processing and reviewing applications for program enrollment, setting up appointments, ordering supplies.

**October 2007 – Sept. 2010**

- **Sales Lead/Manager, Coldwater Creek NY, NY**  
Managing back of house processing, training and developing staff, opening and closing store, answering phones, maintaining registers and equipment, creating window and floor displays, trouble-shooting business needs. Hired as seasonal help and then offered management position.

**July 2006 – Jan. 2007**

- **Human Resource/Operations Manager, Levi's Original Store, NY, NY**  
Conducted group interviews, completed all hiring and termination paperwork, trained staff, ordered supplies, conducted staff reviews, calculated and budgeted payroll, maintained registers and equipment, oversaw cashiers.

**Aug. 2002 – June 2006**

- **Operations/Receiving Manager, Urban Outfitters, NY, NY**  
Processed all incoming and outgoing shipment, implemented new systems of organization and training. Sourced and organized backstock, filled sales floor, hired, trained, and reviewed staff, ordered supplies, maintained electronic equipment, district stock trainer, opened new stores. Visual merchandising and displays.

## Artistic Work Experience:

**June 2007- July 2008**

- **Gallery Specialist, Z Gallerie, NY, NY**  
Professions included; maintaining gallery, installing new works, processing shipment, training staff, corresponding to upper management, encouraging staff to interact with

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clients to boost sales.

**Aug. 2006 – Aug. 2007**

- **Office Manager/Gallery Assistant, sarah bowen gallery, Williamsburg, NY**  
Accomplishments included; creating PR, maintaining gallery, installing shows, postcard design, mass mailings, filing, budgeting, ordering supplies, shipping and handling of work, client and artist correspondence, selling, reviewing submissions, streamlining day to day operations.