

**Wendy Leigh Curtis**  
145 Morningside Ave #4B NY, NY 10027  
917.572.9787  
wendyleighcurtis@mac.com  
<https://www.wendyleighcurtis.com>



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### **Education/Skills:**

- M.A. in Art Education K-12, City College, NY GPA 4.0
- Professional Certification Visual Art K-12, 2011
- AED/CPR Certification
- B.A., Hunter College, Painting, with Honors 2006, NY GPA 3.9
- TOEFL Certification Top 25% of class 2006
- PC/Mac proficient, Zendesk, Talkdesk, Microsoft Office, Ceridian Dayforce

### **General Work Experience:**

- November 2018-Dec. 2019** • **People Operations Analyst, HRIS Motivate, LLC, NY, NY**  
Creating training curriculum for managers related to HRIS, facilitating integrations between Dayforce and outside vendors, reporting, overseeing HireRight I-9 verification system, analytics, etc. (5 months) In previous HR role, processed payroll, benefits, leave of absence, reviewed corrective actions, Union Employee relations, etc.
- November 2017-July 2018** • **Training & Quality Assurance Coordinator, Citi Bike operated by Motivate Brooklyn, NY**  
Creating training curriculum and assessments for multiple departments. Monitoring Agent performance consistently and setting goals. Managing and implementing incentive programs to reward employee achievement. Researching and developing a management training system. Issuing corrective actions, handling escalations crashes, ADA and police documentation for a range of incidents.
- 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.

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Aug. 2002 – June 2006

- **Operations/Receiving Manager, Urban Outfitters, NY, NY**  
Processed all incoming and outgoing shipment, implemented new systems of organization and training. Tagged 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.

Aug. 2000 – Aug. 2002

- **District Stock Trainer, Ann Taylor, NY, NY (transferred from OH)**  
Created systems for processing and organizing back stock. Trained, sold, inventory control, cleaned, visual merchandising and displays, ringing, answering phones.

## **Teaching Experience:**

June 2017-Aug. 2017

- **ELA Mentor Teacher, Teach for America/RELAY, NY, NY**  
Training and developing teachers in training during summer school. Reviewing lesson plans and teaching and providing constructive feedback with specific strategies for growth. Encouraging teachers to find their voice and be confident in their approach to a range of classroom management and content challenges. I received the highest level rating as a mentor teacher from my supervisor and my corps members did really and care continuing their teaching practice to this day.

August 2015-Aug. 2017

- **HS Studio Art Teacher, Advisor, Inwood Academy for Leadership, NY, NY**  
Teaching HS Studio Art and Advisory by providing a positive creative environment, rigorous standards-based curriculum, and community events and trips. Display and sale of student artwork in 3 local businesses, Mural partnership with NOMAA. Engaging students in innovative cross-curricular content in line with the National Core Art Standards. Collaborating with school leaders and parents to build positive school culture and connections with other Inwood and greater NYC arts organizations. Collaborations with charter and DOE schools.

Summer 2015, 2016

- **Visual Art Specialist, ACT Summer Camp Cathedral of St. John the Divine, NY, NY**  
Developing and teaching innovative arts and team-building activities for campers pre-k – HS. Planned and assisted in a range of summer camp activities and trips. Worked with other Specialists to support camper performances and events.

August 2012-August 2014

- **Upper Elementary-Middle School Art Teacher, Literacy Support, Math Intervention Hyde Leadership Bronx, New York**  
Teaching middle school art grades 4-8 and 6<sup>th</sup> grade Literacy Support, 7<sup>th</sup> grade Math Intervention by providing a positive creative environment. Engaging students in innovative cross-curricular content in line with Common Core. Collaborating with school leaders and parents to build positive school culture and

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connections with South Bronx organizations. Mentoring TFA teachers for summer school.

**Aug. 2011 – Aug. 2012**

- **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- 2016**

- **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.

**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.

### **Artistic Work Experience:**

**June 2007- July 2008**

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

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**Organizations:**

- Upper Manhattan West Harlem Sanitation Coalition Board member.
- Art Alumni CCNY Board Member
- Co-Lead, Grant Community Garden, West Harlem