

SHANE M. CURTIS

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SUMMARY

Strong analytical and problem solving skills with proven ability to organize and analyze data. Great communication skills and understanding of how to communicate large complex change. Comfortable rolling up sleeves to get things done and at the next moment being part of a deeply complex strategy discussion. Great at influencing through strong relationships, expertise, and data. Ability to manage a complex set of stakeholders. Experience in all aspects of human resource management including recruiting, selection, training, performance management, and organizational development.

EDUCATION

University of Tulsa

M.A., Industrial/Organizational Psychology,

Tulsa, OK

May 2014

Central Michigan University

B.S., Psychology, Magna Cum Laude,

Minor: Business Administration

Mt. Pleasant, MI

May 2012

PROJECT AND WORK EXPERIENCE

Human Resources Intern

May 2014-present

Kalibrate Technologies; Tulsa, OK

- Restructured recruiting efforts and streamlined selection efforts for multiple offices through the implementation of an applicant tracking system and creation of organization wide selection program based on data gathered through multiple job analysis techniques.
- Independently built position database containing information regarding tasks, work activities, knowledge, skills, abilities, and linkages between tasks and KSAs.
- Assisted HR managers with the recruiting and screening of job candidates.

Data Analyst/Research Assistant

Nov 2013-May 2014

Center for Global Education; Tulsa, OK

- Researched, identified, and analyzed program evaluation data to evaluate the effectiveness of international education programs and to gain insight into areas of program improvement.
- Communicated results of analyses and metrics to key stakeholders via standard reports and graphics.
- Developed and presented tutorials regarding basic statistical concepts and analyses to diverse audiences (i.e. Educators, Administrators, and Engineers).
- Worked primarily in R and Python.

Data Analyst

May 2012-May 2014

University of Tulsa Psychology Labs

- Provided data-mining services for large-scale databases with University researchers.
- Identified appropriate statistical analyses to answer complex research questions.
- Prepared large-scale datasets for analyses with data cleaning and database structuring techniques.
- Provided statistics training and data analytic services to fellow graduate students.

- Conducted in-depth interviews with TU staff members to illicit critical information to be used in the development of a staff training program.
- Analyzed interview content to identify underlying themes in participant’s responses.
- Communicated results and recommendations to TU decision-makers in an audience-appropriate style.

- Conducted job analysis interviews to determine the knowledge, skills, and abilities required for the position.
- Developed an updated job narrative, job description, performance appraisal form, selection specifications, and training checklist for the position of Production Analyst.

- Managed teams of 7 to 12 people on client job sites in coordinating the move of various hardware and software equipment.
- Completed quality control checks and service completion forms while meeting strict deadlines in order maintain scope of project.
- Communicated with job site directors and managers about project status.

PRESENTATIONS

Matherly, C., Phillips, S., Kono, J., & **Curtis, S.** (2014). Why invest in international research for undergraduates?: Intercultural maturity in domestic and international REU participants. Paper presented at annual American Society for Engineering Education International Forum. Indianapolis, Indiana.

Curtis, S., Brown, A., & Ragsdale, J. (2014). Work-school congruence and job behaviors of college students. Oral presentation at annual University of Tulsa Research Colloquium. Tulsa, Oklahoma.

Curtis, S. (2014). Justice and trust in dyads. Oral presentation at annual University of Tulsa Research Colloquium. Tulsa, Oklahoma.

Curtis, S., Hannam, K., Narayan, A. (2013). Third party violations of justice and interpersonal trust in dyads. Poster presented at annual Society of Industrial and Organizational Psychology Conference. Honolulu, Hawaii.

TRAINING AND SKILLS

Organizational Development	Job Attitudes and Employee Surveying	Research Methods
Psychometrics	Survey Construction, Validation	Occupational Health and Wellness
Applied Statistics	Stochastic Modeling	Data Mining
Human Resources	Applicant Tracking Systems	Personnel Selection
Job Analysis	Talent Management	Human Capital Analytics

TECHNOLOGY

R	Python	SPSS	Linux	Windows OS	Microsoft Office Suite	LaTeX	Inkscape	GIMP
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