

Curtis Fields

WORK EXPERIENCE

Prairie View A&M University

Career Development Advisor

Prairie View, TX

2019- Present

Advise and provide career development to over 1400 Engineering and Computer Science students ranging from undergraduate to PhD level. This includes (but is not limited to): first generation college students, international students, transfer students, 2nd career college students, and alumni. Also work to engage and develop relationships with employers including top Fortune 500 companies to encourage more interactions, investments, and engagement with the College of Engineering and Prairie View.

- Provide career presentations, training, and advice to prepare students for conferences such as BEYA, NSBE, SWE, and SHPE, as well as traveling to events to provide onsite career advice through-out
- Created and teach a Career Development and Professionalism course for the CE2I Summer Bridge program for incoming Engineering and Computer Science Freshmen
- Collaborate with student organizations including NSBE, SWE, SHPE, ASME, IEEE and many others
- Developed content, designed, and launched Career Development website- development efforts ongoing
- Developed and launched surveys for students, employers, and faculty to assess career readiness status
- Conducted statistical analysis on the survey data and developed a proposal for a Freshman Career and Professionalism course based on the data to meet the career needs of students and employers
- Developed and teach an Engineering Career and Professionalism course for over 150 students per year including activities, assignments, lectures, and engaging materials such as mock interviews, resume reviews, and additional career development assignments
- Introduced various new technologies for Career Development including but not limited to: resume review software, mock interview platforms, micro-internships, and online training/certification programs

Beacon Engineering Resources Inc.

Lead Technical Recruiter

Topsfield, MA

2014- 2018

Worked with current employees and candidates to advise them on interview and job search strategies, career options, long term growth, analyzing and negotiating employment offers, and engaging in long term retention with the company. Candidates ranged from students and new graduates to senior level Engineers, Managers, Directors, and General Managers/CEOs. Filled job openings from client companies through the creation of ads, internet based searches, cold calls, email campaigns, networking, and referral generation for recruitment of “off the grid” candidates and creation of a long term pipeline of future candidates. Provided leadership, coaching, training, and advice for Account Managers and Recruiters. Earned promotion from Technical Recruiter to Lead Technical Recruiter within 18 months of starting.

- Successfully placed hundreds of Engineers and Engineering related staff, recruited thousands of new candidates to company database, and generated over \$8 million in revenue
- Consistently won employee sales and productivity competitions
- Achieved ongoing Leadership award in recognition of expanded role in providing insights, training, and leadership to other employees

North Suburban Chamber of Commerce

Manager of Member Services

Woburn, MA

2012

Engaged closely in the planning, operation, and execution of Chamber networking events and programs, and worked to expand the Chamber's membership base.

- Created and implemented a new marketing and sales strategy for the Chamber revolving around renewed and increased online and technology initiatives and building/acquiring new product benefits
- More than doubled membership recruitment from predecessor within 5 months

EDUCATION

University of Texas at Tyler Tyler, TX
Master of Science Degree in Human Resource Development (*in progress*) Expected Graduation Fall 2022
Relevant Courses: Adult Learning, Conflict Resolution, Organizational Development, Performance Consulting, Measurement and Evaluation in Human Resource Development/Technology Education, Leadership and Ethics

Northeastern University Boston, MA
Bachelor of Science Degree in Business Administration Graduated May 2014
Majors: Marketing, Management Information Systems (MIS)
Minor: Political Science

MEMBERSHIPS

National Career Development Association (NCDA)
National Association of Colleges and Employers (NACE)
Career Counselors' Consortium (CCC)

VOLUNTEER EXPERIENCE

Career Counselors' Consortium Boston, MA
Membership Committee 2018-2019

SKILLS

Qualtrics, Microsoft Office, Handshake, Online Teaching & Quality Matters (Certified 2020), LinkedIn, Canvas