

# Ryan Curtis

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## WORK EXPERIENCE

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### Whitman County District Court

Oct. 2021 – Present

*Judicial Process Specialist | Therapeutic Court Coordinator | Court Statistician*

*Pullman, WA*

- Collaborated with a team to create a Community court program that focuses on therapeutic approaches to criminal justice. Researched methods, audited courts, created a framework, and drafted rules/regulations for usage in program. Determine best-practices and ensure adherence by tracking stats and measuring outcomes.
- Created a database to track/monitor client progress in Community Court program. Track attendance, compliance, sanctions, etc. Utilized to measure efficacy of program as well as apply for continued funding
- Utilize Python to create visualizations and corroborate court activity for usage in grant applications as well presentations to various individuals such as county commissioners or inquiring agencies.
- Communicate sophisticated visualizations and statistics to a non-technical audience of stakeholders in an effective manner to ensure their maximum effectiveness in communicating their conclusions.
- Research for, drafted, and edited grant applications for both national and state-wide grants to secure funding.
- Facilitate communication via phone, email, fax and in-person with a wide variety of clientele including defendants, attorneys, other judges or law enforcement.

### Academic Success and Career Center at Washington State University

Aug. 2019 – Oct. 2021

*Clerical Assistant*

*Pullman, WA*

- The ASCC is a resource aimed towards helping students who need it most. We conduct various services such as academic or career advising as well as hosting events such as the WSU career fair or resume workshops.
- As a Clerical Assistant, I answer any and all phone calls while simultaneously providing assistance to those visiting our physical location as well.
  - Extensive experience with both digital and manual filing of documents and other secretarial duties.
  - Quickly and accurately direct calls to maintain efficiency deal with a high call variety.
  - Proficiency in the entire office suite, particularly Microsoft Outlook.

### Parks and Recreation

Feb. 2018 – Oct. 2021

*Volunteer Soccer Coach, 6-8th grade*

*Pullman, WA*

- Plan, organize and conduct practice sessions.
  - Draft extensive training plans for practice, provide encouragement and advice to those who need it.
- Constructing a teaching environment that is fun, engaging and rewarding to middle schoolers.
- Communicate plans, concerns, and progress to parents.

## EDUCATION

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### Washington State University

Aug. 2017 - Dec, 2021

*BS, History & Sociology*

*Pullman, WA*

- Nominated by faculty for the Howard C. Payne award for best undergraduate paper (2020)
- Collegiate Soccer Player & Captain for WSU intramurals.

## SKILLS & INTERESTS

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- **Skills:** customer service; python; statistics; statistical analysis; communication; grant writing; computer fluency; research; typing; written communication; interpersonal skills; strong work ethic; entire microsoft suite;
- **Interests:** soccer; history; sustainability; politics; dog training; traveling; hiking; computers; cooking