

Brandi Curley

brandicurley@hotmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Excellent communication, organizational, and analytical skills
- Ability to perform multi-task duties and utilize efficient time management
- Ability to work well in a diverse and fast-paced work environment

EDUCATION

08/2011 - 05/2014

Bachelor of Science in Finance, W.P. Carey

Arizona State University

Tempe, AZ

SOFTWARE SKILLS

Windows OS, Apple OS, Microsoft Office Suite, and Internet capabilities

TECHNICAL SKILLS

HTML, CSS, Responsive Design, Git, JavaScript, API

CERTIFICATIONS

- Level one Arizona DPS fingerprint clearance card
- Notary Public – State of Arizona (Commission expires August 20, 2023)

EXPERIENCE

07/2015 - Present

Program Supervisor – After-Hours Unit

Department of Child Safety

Phoenix, AZ

- Supervises staff conducting investigations regarding child abuse and neglect
- Conducted updates on office data, inserted metrics and analyzed visual management systems
- Conducted field investigations regarding child abuse and neglect
- Provided case management to clients involved in the child welfare system
- Maintain knowledge of multiple judicial systems, behavioral health, and law enforcement

03/2015 - 07/2015

Customer Service Representative

Xerox

Tempe, AZ

- Received calls from HEAPlus clients for Arizona state benefits
- Located and confirmed documents from internal databases
- Assisted in online navigation and application inquiries, and delivered statuses on client accounts

10/2014 - 03/2015

Investment Specialist

Merrill Edge

Chandler, AZ

- Maintained current knowledge of Merrill Edge products, policies and services
- Established and deepened client relationships by following through on commitments
- Applied key principles appropriately to the client's investment needs
- Achieved Series 7 and Series 63 licensure