

Julia Arteno

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Skills Summary

- Focused, highly motivated individual with strong written and verbal communication skills
- 4+ years of experience briefing employment workshops for separating military service members, military spouses, and high school students
- Excellent team worker who thrives on collaboration
- Able to quickly adapt to new and stressful situations in a fast paced environment
- Proficient in Microsoft Office software, G Suite applications, and virtual workshop facilitation

Employment History

Transition Assistance Program Facilitator

Serco, USAG Humphreys, South Korea

04/2020 - 04/2021

- Facilitated career transition workshops for separating service members of all branches of the U.S. Military in multiple locations across the Korean peninsula
- Lead multiple facilitation types to include brick and mortar classrooms and virtual learning courses using Zoom, WebX, and Google Meets for classes between 5 and 50 participants
- Assisted over 1,000 transitioning services members and family members with resume writing, navigating the private and public sector hiring process, understanding the civilian workforce, and job interviews
- Assisted service members in translating their military skills and training into language that will be clearly understood by private sector employers
- Provided guidance on how to analyze job postings, conduct market research analysis for their intended home locations
- Adapted facilitation style to participants to allow for maximum retention of information and learning and listens to engagement of participants in order to evaluate learning benchmarks and adapts as needed
- Maintained data related to course instruction within internal reporting systems to include notes, dates, challenges, and other pertinent information for tracking purposes

Basic Skills Education Program (BSEP) Instructor

USAG Humphreys Education Center, USAG Humphreys, South Korea

08/2019 - 02/2020

- Developed, prepared and implemented lessons to teach arithmetic reasoning, word knowledge, paragraph comprehension, and numerical operations using various methodologies and strategies to help adult learners increase their test scores
- Collaborated to assess the effectiveness of teaching strategies and the effectiveness of the instructional program to help promote a culture of continuous improvement
- Maintained and analyzed student records, statistics, and other pertinent information
- Assisted with the creation of a new curriculum for the program that helped better prepare soldiers for the Armed Forces Classification Test, particularly in the areas of reading comprehension and word knowledge

English Language Arts Teacher

Lawton High School, Lawton, OK

08/2016 – 05/2019

- Taught and evaluated an average of 140 students per school year
- Taught career and college readiness workshops
- Created and managed large amounts of data and analyzed data to improve education practices
- Implemented a new reading program with more relevant and diverse materials to improve the reading level of a group of low scoring 11th grade students. As a result, 85% of the students improved their ACT reading score by an average of 15 points in 3 months.
- Adapted and modified instruction to a wide variety of learning styles and learning disabilities

Education**Master of Education: Curriculum and Instruction**

Cameron University, Lawton, OK, GPA: 3.9

Upper Iowa University, Fayette, IA

Bachelor of Science: Public Administration, GPA: 3.6

Volunteer Experience**Family Readiness Group Co-Leader/Leader**

Kaiserslautern, Germany & Fort Sill, OK

August 2015 - October 2017

- * Unit FRG's spokesperson for communicating family members' concerns to unit commander
- * Prepared meeting agendas
- * Facilitated meetings between families and the unit command team
- * Organized fundraisers for unit functions

Military Spouse Mentor

Military Spouse Advocacy Network

December 2020 - present

- * Provides per-to-peer support to new military spouses by guiding and providing information regarding benefits, resources, programs, etc. via email, social media, phone calls, and web calls
- * Provides information and referral assistance to families
- * Mentors and empower spouses to stay active, participate and support fellow spouses
- * Connect military spouses with Advocates, Family Readiness Centers, Key Spouses, and other supportive agencies at current and future military installations.