

<KWEKU DUNCAN/>

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EDUCATION

Betamore Academy, Baltimore, MD, Front-End Web Development

Sept. 2015-Present

Liberty University, Lynchburg, VA, Communications

Jan. 2008-May 2012

Skills: CSS, HTML, InDesign, Git, Basic JavaScript, Github, Bootstrap Educational Group Management, CMS

PROFESSIONAL EXPERIENCE

Betamore, Co-Working Member (Intern), Baltimore, MD

Sept. 2015-Present

- Equipped a developing portfolio of websites utilizing repositories from Github
- Utilize CSS, Git, Github, HTML, Responsive web design and JavaScript to develop web skills
- Completed 15 weeks of intensive Front-End Web Development at Betamore Academy
- Assist Betamore staff and guests members as needed with web projects and workshops

Playworks/Americorps, Program Coordinator, Baltimore, MD

Sept. 2014-June 2015

- Supervised and co-ordinated recess through structured games, play and fitness for Hilton Elementary School
- Served the community and neighborhoods through volunteer and service projects in Baltimore City
- Supervised developmental sports leagues as League Coordinator for basketball, kickball and volleyball
- Trained and lead potential senior students as “Junior Coaches” for the Junior Coach Leadership Program
- Organized a community project with Hilton Elementary to create outdoor classrooms for students
- Coached students basic basketball, volleyball and soccer skills for developmental leagues
- Taught students social, emotional and behavioral learning skills through games to implement during recess
- Utilized effective group management techniques to ensure safety and develop educational needs of students
- Awarded National Certificate of Service from Americorps and “Iron Man” Coach of the Year from Playworks

Port Discovery, Program Associate, Baltimore, MD

March. 2013-Present

- Lead guided tours of exhibits and facilitate education programs for school groups in pre-k through 4th grade
- Ensure exhibit safety guidelines and policies for guests to guarantee excellent customer service
- Maintain function and cleanliness of exhibits and the Art Studio
- Assist the Education Department and Guests Services Supervisors as needed
- Facilitate core programs such as “Circle Time” with songs, games, finger plays and stories for children
- Host and co-ordinate birthday parties and activities for guests and children

YMCA Camp Potawatami, Outdoor Education Instructor, Wolcottville, IN

March. 2013-Oct. 2013

- Facilitated lesson plans and curriculum for students in 3rd through 8th grade
- Created new lesson plans for Camp Potawatami’s Teambuilding and Fires curriculum
- Obligated to daily chores and maintenance of Camp Potawatami’s dining hall and other camp facilities
- Created a safe and authentic outdoor experience for over 600 children by engaging them with games and songs
- Assisted with camp programs such as “Underground Rail Road” that teaches students to stand against bullying

Envision EMI LLC, Faculty Advisor, Vienna, VA

Jan. 2013*, June-Aug. 2012

- Part of a successful team that worked in the 2013 Middle School Inaugural Presidential Conference*
- Facilitated lessons in Political Science to scholars in 8th grade during Presidential Inauguration*
- Shared responsibility of supervising 51 scholars with two other Faculty Advisors during outdoor activities*
- Facilitated lessons in Medicine, CSI and Engineering to scholars in grades 4th through 6th
- Utilized leadership skills to supervise groups of 12-16 scholars at all times during NYSP