

GRACE E. CALLAHAN

TRAINING SPECIALIST

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Training professional bringing 3+ years' training experience across multiple age ranges and industries. Known for high-quality curriculum design, increasing students' standardized test scores, and explaining complex topics in clear and simple language.

Education

LaunchCode 101: Intro to CS & Web Design

LaunchCode | St. Louis, MO | July 2018

- 20 week part-time bootcamp focused on programming fundamentals, web basics, and an introduction to databases
- Curriculum covered: Python, Flask, Jinja2, SQLAlchemy, MySQL, Java, Spring, and Thymeleaf
- Built multiple in-class projects

Bachelors of Arts: Creative Writing, Spanish | GPA: 3.6

Cornell College | Mount Vernon, IA | May 2014

Skills

Individual/Group Tutoring
Teaching Study Skills
Discussion-Based Facilitation
Curriculum Design/Development
Classroom Management
Research and Innovation
Financial Coaching

Training Experience

COLLEGE BOUND, ST. LOUIS | AmeriCorps VISTA | Saint Louis, MO

Financial Literacy Advocate (2017 – Present)

Research, design and implement new financial literacy curriculum with \$0 budget, including ways to weave ideas into non-financial curriculum and activities. Lead 9 financial literacy classes—each with 15-20 ambitious, low-income students. Train and collaborate with staff to implement new processes surrounding financial literacy.

- Independently develop and maintain relationship with Prosperity Connection, using their expertise to enhance curriculum
- Create and lead Budgeting and Taxes Training for full-time AmeriCorps services members
- Revamp recruiting and training of volunteers to assist high school seniors with FAFSA completion

VARSITY TUTORS | Saint Louis, MO

ACT and SAT Test Prep Tutor (2017 – Present)

Coach students on strategies for excelling on difficult standardized tests. Motivate students who are struggling while explaining difficult concepts in simpler terms. Build long-term study plans and develop relationships that encourage individual learning whether in one-on-one or classroom settings.

AMDA COLLEGE FOR THE PERFORMING ARTS | Los Angeles, CA

House Manager and Lead Usher Trainer (2016 – 2017)

Regularly trained staff of ushers to run theatrical shows. Developed policy handbook for ushers and subsequent house managers. Built a more robust recruitment policy to ensure continued stream of ushers for subsequent house managers.

PRINCIPAL FINANCIAL GROUP | Des Moines, IA

Individual Investor Specialist (2014 – 2015) | Client Service Associate (2015 – 2016)

Selected as first in my hire-class to test for Series 6 licensing. Promoted rapidly due to strong performance. Explained complex financial concepts to clients. Led staff training on topics after developing expertise.