

## Curt E. Allee

### KNOWLEDGE & SKILL SUMMARY

Adult Learning \* Small Group Facilitation \* Training Design and Development \* On-Boarding and Retention \* Project Management \* Public Speaking \* Performance Management \* Interviewing Skills \* Survey Design and Development

### PROFESSIONAL EXPERIENCE

**Illinois Institute of Technology, Stuart School of Business**  
*Manager, Advancing Career and Education (ACE) Program*  
*ACE Program Adjunct Instructor*

**Chicago, IL**  
Aug. 2012-Present  
Aug. 2011-Present

- Oversaw all aspects of a unique professional development and cultural immersion program for IIT Stuart students
- Hired, supported, coached, and managed 14 part-time instructors, recruited and supported 100+ business partners
- Revised 24 week ACE Program, developed lesson plans, presentations, homework, and instructor support materials
- Taught ACE Program content using auditory, visual, and tactile methodologies appropriate for adult learners
- Developed and managed data collection and project matching process for 350+ student interviews and 100+ partners
- Researched, drafted, communicated, and enforced student, instructor, partner, and program policies and procedures
- Designed and delivered classroom and virtual orientation and training sessions to 14 instructors and 100+ partners

**The Chicago School of Professional Psychology**  
*Consultant, Leadership Education and Assessment Program*

**Chicago, IL**  
Sept. 2012-Present

- Adjunct Faculty, Industrial/Organizational Psychology MA and Psychology MA Programs* Jan. 2008-Present
- Assessed clients using 16PF, CDP, and DiSC, to determine leadership capabilities and issued development reports
  - Conducted assessment centers for 60+ students, rated performance, staged role-plays, and wrote development reports
  - Facilitated Organizational Theory, Culture, and Design in classroom format and Internship I in blended format
  - Taught Professional Ethics and Issues and Advanced Research Project seminars online in accelerated 8 week format

**TCS Education System**  
*Human Resources Business Partner*

**Chicago, IL**  
May 2005-Mar. 2010

- Developed, delivered, facilitated, and enhanced first structured system-wide new employee on-boarding program
- Created and managed annual staff President's Award, employee recognition program, and tuition benefit program
- Researched, proposed, drafted, and enforced staff and faculty employment and organizational policies and procedures
- Created and presented all multi-format performance management, new hire procedure, and policy training sessions
- Recruited staff members up to director-level, served as consultant on faculty and executive-level selection committees
- Managed department payables, faculty contract process, HR website, external training sources, and supply vendors

### EDUCATION

**The Chicago School of Professional Psychology**  
*Doctor of Psychology, Business Psychology*

**Chicago, IL**  
December 2012

- Dissertation Title: *New Employee Orientation: A Survey of Participant Experiences and Self-Report Outcomes*

*Masters of Arts, Industrial/Organizational Psychology*

June 2005

**Columbia College of Missouri**  
**MO**

**Columbia,**

*Bachelor of Arts, Psychology*

December 2002

*Bachelors of Science, Business Administration*

May 2000

### MEMBERSHIPS

American Psychological Association \* American Society for Training and Development \* Society for Business Psychology  
\* Society for Human Resources Management \* Society for Industrial and Organizational Psychology