

Lisa Currie

Baltimore, MD | lisacurriemail@gmail.com | 941-214-0514 | linkedin.com/in/lisabcurrie

PROJECT MANAGEMENT SUMMARY

- **15+ years of experience in education leadership**, including managing project teams of up to 50 people and overseeing initiatives impacting thousands of students and families.
- **Boosted stakeholder engagement by 30%** through cross-functional partnerships, driving positive outcomes in student & faculty growth, admissions & enrollment, and community involvement via strategic website development and optimization.
- **Combining creativity with data-driven insights** to develop innovative solutions for complex challenges, i.e. campus-wide programs resulting in a 20% improvement in student engagement, and operational efficiency.
- **Developed high-impact, scalable solutions for technology integration**, maximizing student outcomes through data-driven decisions, all within budget constraints.

PROFESSIONAL EXPERIENCE

Sarasota Military Academy Prep

Sarasota, FL

Assistant Head of School

2016 - 2023

- Designed a Distance Learning Hub site in response to COVID-19 closures, ensuring uninterrupted learning for students.
- Transformed data into actionable insights, presenting visually compelling reports (instructional, assessment, admissions) to empower informed decision-making by the Board of Directors.
- Designed engaging faculty development programs, emphasizing creative confidence, collaboration, catering to diverse learning styles, resulting in increased engagement.

[Project Management Portfolio:](#)

State Assessment Project Manager

2019 - 2023

- Led the successful completion of multiple state assessment projects for 600+ students, achieving an impressive 98% completion rate.
- Cultivated innovative outreach strategies, boosting student participation in assessments by 10%.
- Empowered 50 educators and staff through professional development, equipping them with valuable assessment administration skills.
- Developed Google Sheets, fostering collaboration between faculty, staff, and students, and streamlining campus logistics for seamless management and accountability on assessment days.
- Optimized assessment logistics and data collection procedures, significantly reducing time commitment for educators.
- Designed and deployed comprehensive data analysis tools, enabling data-driven insights to inform future assessment strategies.

Admissions & Enrollment Integration Designer

2019 - 2021

- Implemented a streamlined application process, revamped admissions events, and optimized communication channels, resulting in a 10% increase in qualified applications.
- Optimized enrollment interfaces and workflows, boosting conversion rate by 5%.
- Spearheaded the "personas" project to gather stakeholder and board member insights, leading to refined and targeted messaging.
- Leveraged strategic data collection and targeted outreach campaigns to achieve a 30% increase in prospect engagement.
- Designed user-centric landing pages, generating valuable new data streams for analysis.

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- Streamlined the registrar's tasks by implementing automated communication tools, personalized content, and tailored forms & permissions.
- Developed data visualizations for board members, facilitating the identification of improvement areas and anticipated enrollment outcomes.

Website Development Project Manager

2019 - 2020

- Spearheaded the new school website project using Finalsite Composer, on time and within budget, leading to a 35% surge in user engagement.
- Cultivated expertise in Finalsite Composer proactively with FinalsiteU, Marketing Days, and training videos, maximizing platform capabilities for efficient and impactful website management.
- Ensured content updates and targeted communication by implementing a user-friendly CMS and tailored tools for diverse user groups.
- Championed Agile Principles, such as iterative planning and feedback loops, improving design.
- Leveraged Google Analytics to identify engagement gaps, resulting in a 20% increase in key metrics.
- Optimized content and sub-navigation for improved user experience.
- Initiated a post-launch evaluation plan to measure impact and potential areas for future enhancements.

IB Middle Years Project & Program Manager

2016 - 2019

- Championed a campus-wide transition to an International Baccalaureate (IB) pedagogical approach, drafting a project plan, outlining timelines, tasks, and resource allocation, ensuring efficient execution.
- Assembled and empowered a high-performing team of 50 educators, fostering a collaborative and innovative environment.
- Delivered successful IB authorization on time and within budget, demonstrating exceptional leadership, communication, and resource management skills.
- Proactively monitored project progress, mitigating risks and roadblocks through effective communication and problem-solving.
- Conducted a comprehensive project evaluation, capturing valuable insights to inform future initiatives.

IB Middle Years Language & Literature Educator

2014 - 2016

- Cultivated 21st-century skills in students, fostering a surge in creative confidence, critical thinking, design thinking, collaboration, and both written and oral communication skills.
- Sparked a 30% increase in student engagement by implementing interactive learning strategies such as simulations, debates, seminars, and role-playing.

Island Village Montessori School

Sarasota, FL

Innovation Team Lead & Humanities Educator

2008 - 2014

- Pioneered the integration of the Gates Foundation's Big History Project into the 8th-grade humanities curriculum, fostering a deeper understanding of our world's interconnectedness.
- Incubated Open IVMS, a revolutionary platform for innovation, education, and creative expression, empowering educators and students with a dedicated "20% time" studio.
- Cultivated IVMS Voices, a thriving online space for student-driven creative writing, fostering self-expression and community engagement.

Trade Marcs Group Inc.

Brooklyn, NY

Director of Marketing and Online Sales

1997 - 2006

- Spearheaded a direct-to-consumer division, resulting in 150% revenue increase over 6 years.

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EDUCATION

Google Data Analysis

Coursera Professional Certificate

Coursera

January 2024

Google Project Management

Coursera Professional Certificate

Coursera

October 2023

M. Ed., Educational Leadership

University of West Florida

Pensacola, FL

August 2016

Teacher Certification Secondary English

Towson University

Baltimore, MD

June 1997

B.A., English Literature

University of MD Baltimore County (UMBC)

Baltimore, MD

June 1996

TECHNOLOGY & PLATFORMS

- ISTE Explorations in AI Certification
- Finalsight Composer, Forms, Messages, Workflows
- FinalsightU & School Marketing Days
- Mavenlink, Asana, CMS, CRM
- Salesforce Essentials, Constant Contact,
- Google Analytics
- Windows, macOS
- Microsoft Office Suite
- Google Workspace
- Google Workspace for Education
- Canva, Adobe Creative Suite