

Curriculum Vitae

Carletta S. Hurt, Ed.S.

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1. Academic Degrees

Ed.S.	Georgia State University	2004	School Counseling
M.Ed.	Georgia State University	2001	School Counseling
BA	Oglethorpe University	1998	Middle Grades Education

2. Relevant Professional Experience

2003 – 2006

Guidance Counselor, Elementary School
A. Philip Randolph Elementary School
Fulton County Board of Education, Atlanta, GA

Responsible for 3rd – 5th grade classroom guidance lessons, assisted with Red Ribbon Week activities, coordinated counseling office activity schedule, provided individual counseling for students and parents and facilitated standardized tests (CRCT and Cogat)

Guidance Counselor, High School
Northview High School
Fulton County Board of Education, Atlanta, GA

Responsible for organizing and coordinating Career Day/Job-Volunteer Fair; advisor for Kaleidoscope Peer Diversity and Mediation, Multicultural Club and 21st Century Leaders Teen Action Center; testing coordinator for End of Course Tests; liaison for INROADS and counseling representative High Schools That Works

Summer 1999

Co-Director, Summer School
Decatur City Schools, Decatur, GA

Assisted Director with daily operations, oversaw attendance, monitored bus arrival and dismissal, served as the parent liaison, and taught Algebra I classes for (7th – 8th)

1997 – 1999

Teacher, Math and Science
Renfroe Middle School
Decatur City Schools, Decatur, GA

Instructed math, science, social studies and remedial reading classes, advisor for 8th grade cheerleaders, and after-school program tutor

3. Associated Professional Experience

2006 – 2007

Community Service Specialist (Independent Contractor)
Underdue Social Services
Stockbridge, GA

Identify community resources for clients to assist them with transition back to family life and to provide resources to assist them with being more productive and positive citizens, collaborate with team members on plan of action for clients, and provide support teams

2003 – 2005

Facilitator
Youth Leadership/Abstinence Program
Georgia State University, Atlanta, GA

Lead psycho-educational groups (ages 9-16), facilitator for abstinence program for young girls, and coordinate donations for participant incentives

Winter/Summer 2003

Assistant Program Director
Arthur M. Blank Youth Summer Internship Program
United Way of Metropolitan Atlanta, GA

Designed and implemented program, recruited agencies to host interns, coordinated site visits, planned end of summer celebration, and organized advisory board meetings

4. Community Service and Consulting Experience

2006	Shandon Anderson Youth Foundation	Program Director
2005	National Black MBA Association – Atlanta Chapter	Board of Directors
2005	National Association of the Recording Arts & Sciences	Education Committee
2004	Hands On Atlanta Youth Service Advisory Board	Adult Advisor
2002	Camp Fire USA	Board of Directors
2002	Miss Black Georgia USA Scholarship Foundation	Executive Director

5. Licenses and Certificates

Certified School Counselor (K-12)
Certified School Teacher (K-8)
Independent Television Producer

6. Professional Affiliations

Georgia School Counselor Association
American School Counselor Association
Georgia International Reading Association

7. Presentations

Hurt, C. (2005 and 2003, March) Media As An Empowerment Tool. Program conducted at the Peer Helper Conference Milledgeville, GA.

Greenaway-Chester, C, & Hurt, C. (2003 and 2004, November) EXTRA! EXTRA! Counseling Accents. Program conducted at the Georgia School Counselor's Conference, Atlanta.

Chester, C, & Hurt, C. (2001, November) Putting Pizzazz in your Counseling Program. Program conducted at the Georgia School Counselor's Conference, Athens, GA.