

BRANDAN R. OATES

Madison, WI • brandanoates@outlook.com • linkedin.com/in/brandanoates

WORK EXPERIENCE

Epic Systems

Trainer – Outpatient Clinicals-Core

Verona, WI

January 2023 – Present

- Instruct healthcare professionals (nurses, medical assistants, clinic managers), system analysts/administrators, and internal staff through in-person and virtual training sessions for successful use of Epic's EMR software
- Design and update instructional curriculum for the Ambulatory Fundamentals course by preparing training materials, workflow-based content, and real-world scenarios
- Support customers and internal staff during their certification process by responding to content-based inquiries and conducting 1:1 exam reviews

McLean County Unit District No. 5

Middle School Business Teacher - Kingsley Junior High School

Normal, IL

August 2018 – December 2022

IBEA Middle School Educator of the Year, 2022 Recipient

NCBEA Emerging Professional Award, 2021 Recipient

- Designed instructional activities that foster critical thinking and teamwork, creatively using educational technology
 - K-Cart Store – advised 8th grade students in the planning, implementation, and operation of the school store, including the management of a \$2,000 annual inventory budget and regular correspondence with school staff
 - Oates & Company – developed a self-paced, mastery learning website with curated instructional materials and activities based off of The Grid Method™ and Norman Webb's Depth of Knowledge levels
- Communicated with students, families, colleagues, and administration to nurture a meaningful educational experience
- Developed supportive student-teacher relationships for ensuring a sense of community and belonging

Infinite Campus Building Coach

January 2019 – May 2022

- Served as a liaison for building colleagues with district administrators at district-level implementation trainings
- Trained colleagues on in-service days to efficiently use the district's new grading system, *Infinite Campus*
- Supported building colleagues by developing resources, addressing email-based and in-person questions, and curating information to ease the adoption of the new software

Illinois State University

Faculty Lecturer – University College

Normal, IL

August 2021 – December 2022

- Instructed a section of IDS 128 (Thriving in Career, College, & Beyond), a transitional course for college freshmen
- Supported 22 first-year college students with navigating library databases, utilizing productivity software, exploring academic and career goals, strengthening academic skills, and locating civic engagement opportunities
- Collaborated with a senior-level peer instructor to better meet students' needs and cultivate a community for learning

Northwestern University

Residential Director, Grades 6-8 – Center for Talent Development

Evanston, IL

June 2022 – August 2022

- Fostered community amongst 120 middle school residents and 12 residential staff to be inclusive, safe, and fun
- Supported the social-emotional development for residents, professional development for staff, and the nurturing of partnerships with various university departments and residential families from over 15 states and 3 countries

PROFESSIONAL ORGANIZATIONS & DEVELOPMENT

Illinois Business Education Association

Registration Co-Chair

Joliet, IL

September 2018 – November 2022

- Collected and documented conference registration records and fee payments for over 150+ attendees
- Communicated with accounts payable representatives to facilitate and complete payment for purchase orders
- Facilitated an efficient conference check-in process by preparing name badges and distributing presenter packets

City of Bloomington, Illinois

Community Participant – Bloomington 101 Program

Bloomington, IL

September 2022 – October 2022

- Engaged with local officials from Finance, Public Works, Economic Development, Parks & Recreation, Public Safety, and Mayor's Office to learn about municipal government operations
- Toured city facilities including the water treatment plant, fire station, police training center, Miller Park Zoo, and Public Works headquarters

CERTIFICATIONS, LICENSING, & EDUCATION

Entrepreneurship and Small Business (ESB) Certification

PMI Project Management Ready™

Microsoft Office Specialist: Word, PowerPoint, Excel,
Access, Outlook

Adult First Aid/CPR/AED

WI Provisional Educator License:

Business Education (Grades K-12)

Language Arts (Grades 4-12)

IL Professional Educator License:

Business/Marketing/Computer Ed/Programming (Grades K-12)

Language Arts (Grades 5-8)

Illinois State University – Normal, IL

Master of Science (M.S.) | *Teaching & Learning*

Bachelor of Science (B.S.) | *Business Education*