

Junior Academic Coordinator

ROBERT SMITH

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Objective

Bilingual Junior Academic Coordinator with a broad customer service background. Experienced in the field of bilingual education. Skilled and experienced in accurate and prompt translations and interpretations (Including those of technical and formal nature). Skilled in developing relationships and providing exceptional individualized service.

Skills

MS Office, Coordination, Communication, Teamwork, Motivation

Work Experience

Junior Academic Coordinator

ABC Corporation - May 2011 - November 2012

- Assisted the academic director with student schedules. Proctored placement exam for new students.
- Checked students attendance and handed out warning letters when appropriate. Contacted sales offices when students failed to comply with attendance policies.
- Collected teachers lesson plans for the week and turned in to the senior teachers.
- Collected teachers class rosters and ensured that all grades and attendance were inputted for the previous week.
- Develop a yearly outreach plan according to program needs and capacity. Entrusted with confidential program information.
- Manage daily operations of academia. Prepare quarterly state reports for the program
- Oversee evaluation activities. Establishes and maintains communication with members of staff about afterschool program needs.

Academic Coordinator

ABC Corporation - 2009 - 2011

- Scheduled classes, gave new student orientations, supported students with enrollment and extensions.
- Completed student body attendance reports, level-up test results, and facilitated student surveys.
- Counseled students on academic programs and served as customer service support regarding courses, activities, and schedules.
- Coordinated Kaplan organized events and conversational activities.
- Maintained inventory of books and materials.
- Assisted Academic Manager with ongoing student assessment.
- Taught ESL classes at any time during the day.

Education

Bachelor of Arts in Psychology - September 2001(University of California - La Jolla, CA)