

ROBERT SMITH

Senior Academic Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Senior Academic Coordinator, possessing good communication skills; present information in a variety of ways, emphasizing the relevance of class material to the world beyond the classroom. An active team member who actively collaborates with all levels of staff members and establish a quality relationship with students.

CORE COMPETENCIES

Knowledge of 5's, Kanban, SPC, PPAP, FMEA. AutoCAD and DeltaCad, Fluent in Spanish, Knowledge of Excel, Outlook, PowerPoint, Word

PROFESSIONAL EXPERIENCE

Senior Academic Coordinator ABC Corporation - September 2007 – May 2011

Key Deliverables:

- Responsible for aiding in the evaluation of students academic progress.
- Responsible for administering supplemental materials for struggling students.
- Worked directly with guidance counselors to aid in students academic success.
- Worked with the university business office with quarterly meetings regarding Upward Bound budget expenditures.
- Aided in the planning of activities for the summer program.
- Collaborated with university staff in order to maintain the necessary relationships for student success.
- Aided in the planning and activities for monthly Saturday Sessions. All other duties as assigned by the Director of Upward Bound.

Academic Coordinator ABC Corporation - 2003 – 2007

Key Deliverables:

- Monitor the adolescents at the facility.
- Report and document any behavioral and academic concerns or progress.
- Prepare class plans.
- Teach, tutor and enroll the adolescents in appropriate programs and schools.
- Involved with the treatment team and helps implement new treatment plans.
- Write and enter daily reports into Sigmund.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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Associate's in Business Administration - 2002 (Oakland City University)

