

BENJAMIN LEE

After School Program Manager



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PROFESSIONAL SUMMARY

Innovative After School Program Manager with 7 years of experience creating impactful educational initiatives for K-5 students. Expert in curriculum design, staff development, and fostering community partnerships. Dedicated to nurturing a safe and stimulating environment that encourages academic growth, social skills, and personal development.

WORK EXPERIENCE

After School Program Manager

📅 Mar / 2020-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Coordinated and managed daily operations to ensure a nurturing environment for K-5 students.
2. Designed and facilitated enriching activities, promoting creativity and critical thinking.
3. Conducted regular assessments to track student progress and adapt programs accordingly.
4. Maintained accurate records of student attendance and performance metrics.
5. Collaborated with parents and educators to support individual student needs.
6. Implemented safety protocols and best practices to ensure a secure environment.
7. Facilitated staff meetings to enhance communication and teamwork among program staff.

After School Program Coordinator

📅 Mar / 2018-Mar / 2020

Cactus Creek Solutions

📍 Phoenix, AZ

1. Developed comprehensive lesson plans aligned with educational standards.
2. Managed activity schedules to optimize student participation and engagement.
3. Provided one-on-one academic support and tutoring for students.
4. Utilized conflict resolution strategies to address student disputes effectively.
5. Maintained accurate attendance records and monitored student behavior.
6. Organized community events to foster parent and community involvement.

EDUCATION

Bachelor of Arts in Education

📅 Mar / 2016-Mar / 2018

University of California

📍 Santa Monica, CA

Focused on child development and educational methodologies.

SKILLS

Activity Scheduling



Data Management And Reporting



Leadership Development



Time Allocation



ACHIEVEMENTS

- ★ Developed and implemented a new curriculum that increased student engagement by 30%.
- ★ Secured \$50,000 in grants to enhance program resources and activities.
- ★ Established partnerships with local organizations, resulting in increased community involvement.