



# BENJAMIN LEE

After School Program Director

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## PROFESSIONAL SUMMARY

Dedicated After School Program Director with a decade of experience in creating innovative educational initiatives that foster youth development. Skilled in leading diverse teams, engaging families, and implementing programs that enhance children's academic and social skills. Passionate about cultivating a nurturing environment that inspires lifelong learning and community involvement.

## WORK EXPERIENCE

**After School Program Director** 📅 Feb / 2018-Ongoing  
**Quantum Solutions LLC** 📍 Phoenix, AZ

- 1. Develop and implement engaging after-school programs for diverse student populations.
- 2. Supervise staff and volunteers to ensure a safe and productive environment.
- 3. Managed an annual budget of \$50,000 for program operations.
- 4. Oversaw personnel management, including payroll, logistics, and procurement.
- 5. Coordinate daily activities, including homework help, arts, and sports.
- 6. Supervised a team of over 25 employees daily, ensuring effective program delivery.
- 7. Designed and implemented a curriculum for 75 school-aged children, incorporating diverse activities.

**After School Program Director** 📅 Feb / 2015-Feb / 2018  
**Silver Lake Enterprises** 📍 Seattle, WA

- 1. Directed daily operations of the after-school program to align with organizational policies.
- 2. Motivated and trained on-site staff, fostering a collaborative team environment.
- 3. Oversaw program responsibilities for 75 students, 6 teachers, and numerous volunteers.
- 4. Organized and prepared daily activities, ensuring student engagement and safety.
- 5. Maintained accurate records of student activities and lesson plans.
- 6. Developed strong relationships with students and parents to enhance community ties.

## EDUCATION

**Master of Education in Leadership** 📅 Feb / 2012-Feb / 2015  
**University of Georgia** 📍 Phoenix, AZ

Focused on educational leadership and program development for youth.

## SKILLS

Program Management And Staff Development

Data Management And Reporting

Networking Skills

Grant Writing

Marketing Strategies

Child Development Knowledge

## INTERESTS

Gaming

Fashion

Film

Technology

## STRENGTHS

Fairness

Flexibility

Forward-thinking

Gratitude

## LANGUAGES



## ACHIEVEMENTS

- ★ Implemented a new curriculum that increased student engagement by 30%.
- ★ Achieved a 100% satisfaction rating from parents in program evaluations.
- ★ Secured \$50,000 in grants to enhance program resources and activities.