



WILLIAM PEREZ

Assessment Coordinator

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PROFESSIONAL SUMMARY

Accomplished Assessment Coordinator with 5 years of experience in developing and executing assessment strategies that enhance educational quality and student outcomes. Expert in data analysis and stakeholder collaboration, I prioritize effective communication and continuous improvement in academic programs. My dedication to fostering student success drives my innovative approach to assessment and evaluation.

WORK EXPERIENCE

Assessment Coordinator

Apr / 2021-Ongoing

Quantum Solutions LLC

Phoenix, AZ

1. Conducted reliability checks on assessors, ensuring all tests were accurately scored and aligned with standards.
2. Managed a comprehensive assessment program to drive institutional improvements in accordance with accreditation standards.
3. Collaborated with faculty and administration to develop effective academic assessment strategies for student learning outcomes.
4. Provided ongoing support for assessment activities, analyzing methods and reporting results to stakeholders.
5. Led a team of 3-4 assessment administrators, facilitating successful assessment sessions.
6. Assisted schools with data preparation for assessments, ensuring timely and accurate submissions.
7. Oversaw the preparation of assessment tools and data uploads to national databases, enhancing accessibility and reporting.

Assessment Coordinator

Apr / 2020-Apr / 2021

Cactus Creek Solutions

Phoenix, AZ

1. Directed a team of Assessment Administrators, ensuring effective supervision and quality control during assessments.
2. Coordinated the preparation of materials and created weekly schedules for assessors to optimize testing processes.
3. Provided additional instruction and discipline as needed, maintaining a positive assessment environment.
4. Ensured accommodations were met for students with special needs, fostering an inclusive testing atmosphere.
5. Played a crucial role in bi-yearly assessment cycles, contributing to the overall effectiveness of the program.
6. Developed a peer review system for summative assessments, enhancing the quality of evaluations.

EDUCATION

Master of Education in Assessment

Apr / 2019-Apr / 2020

University of Education

Phoenix, AZ

Focused on assessment strategies and educational evaluation techniques.

SKILLS

Program Development

Assessment Design

Statistical Analysis

Facilitation Skills

Networking Skills

Curriculum Development

INTERESTS

Podcasts

Language Learning

Dancing

Cycling

STRENGTHS

Intuition

Leadership

Listening

Mentorship

LANGUAGES

80%

English

80%

Japanese

80%

Polish

ACHIEVEMENTS

Implemented a new assessment framework that improved student performance metrics by 15%.

Led a comprehensive evaluation process that enhanced program accreditation outcomes.