

WILLIAM PEREZ

Assessment Coordinator

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

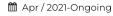
Accomplished Assessment Coordinator with 5 years of experience in developing and executing assessment strategies that enhance educational quality and student outcomes. Expert in data analysis and stakeholder collaboration, I prioritize effective communication and continuous improvement in academic programs.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



WORK EXPERIENCE

Assessment Coordinator

Ouantum 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

耳 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

A Mentorship

LANGUAGES



80%

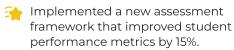


English

Japanese

Polish

ACHIEVEMENTS



Led a comprehensive evaluation process that enhanced program accreditation outcomes.