



ISABELLA CLARK

Education Program Manager

PROFESSIONAL SUMMARY

With a decade of experience in education program management, I specialize in designing and implementing transformative educational initiatives. My expertise lies in building strategic partnerships, managing budgets, and evaluating program success to enhance learning outcomes. I am dedicated to fostering inclusive environments that support diverse educational needs and drive impactful change.

WORK EXPERIENCE

Education Program Manager

Quantum Solutions LLC

May / 2019–Ongoing

Phoenix, AZ

1. Led the design and execution of educational programs for annual meetings, accommodating between 500 and 6,000 attendees.
2. Served as the primary liaison for various volunteer committees, fostering collaboration and engagement.
3. Recruited and managed a diverse group of volunteers, ensuring continuity and commitment.
4. Oversaw accreditation processes and award presentations, maintaining compliance with educational standards.
5. Developed promotional materials and program books to enhance visibility and participant engagement.
6. Collaborated with IT and marketing teams to innovate educational delivery platforms.
7. Coordinated logistics for strategic meetings with membership leaders to drive program initiatives.

Education Program Manager

Crescent Moon Design

May / 2015–May / 2019

Portland, OR

1. Managed education and training programs for a national headquarters, ensuring alignment with industry standards.
2. Directed the development of a Competency Model for Contract Managers, establishing profession-wide benchmarks.
3. Pioneered an E-Learning initiative, resulting in the launch of the organization's first e-course series.
4. Created training materials for staff in collaboration with the national inspection team, enhancing training effectiveness.
5. Conducted classroom observations and provided constructive feedback to improve teaching practices.
6. Reviewed and ensured curriculum implementation across classrooms, maintaining compliance with educational regulations.

EDUCATION

Master of Education in Educational Leadership

University of Virginia

May / 2012 – May / 2015

Seattle, WA

Focused on leadership strategies and program development in educational settings.

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SKILLS

Innovative Technology Integration

10

Emotional Intelligence

9

Mentoring Programs

8

Presentation Skills

9

Event Planning

9

Facilitation Skills

10

INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



German



Spanish

ACHIEVEMENTS

Increased program participation by 30% through targeted outreach and engagement strategies.

Developed a comprehensive training curriculum that improved educator effectiveness by 25%.