

MIA TAYLOR Educational Specialist I

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Motivated educational specialist with 2 years of experience in developing tailored learning strategies for diverse student groups. Skilled in fostering inclusive environments that promote engagement and academic success. Eager to leverage innovative instructional methods and data analysis to enhance educational outcomes and collaborate effectively with educators and stakeholders.

WORK EXPERIENCE

Educational Specialist I

Pineapple Enterprises

math Apr / 2024-Ongoing

📮 Santa Monica, CA

- 1. Analyze educational data to inform decision-making and improve outcomes.
- 2. Advise 9th and 10th graders on academic paths and college options.
- 3. Gather and analyze information from students and parents to facilitate the admissions application process.
- 4. Manage a \$15,000 budget for educational services, including college tours and academic incentives.
- 5. Prepare annual reports for the Department of Education based on school year activities.
- 6. Assist seniors in securing significant academic scholarships through personalized guidance.
- 7. Conduct workshops for 9th-12th graders to discuss U.S. college readiness and applications.

Educational Specialist

m Apr / 2023-Apr / 2024

Summit Peak Industries

■ Denver, CO

- 1. Provided comprehensive academic support for students at East Aurora High School, enhancing their readiness for higher education.
- 2. Offered emotional and academic guidance to seniors pursuing college opportunities.
- 3. Assisted in the planning and execution of classroom and afterschool workshops focused on college readiness.
- 4. Collaborated with the WCC TRIO program to introduce professional and motivational speakers to students.
- 5. Led workshops and discussions on topical issues related to college readiness and student engagement.
- 6. Managed participant intake processes, ensuring accurate file management and updates to student databases.

SKILLS

Curriculum Design

Collaboration Skills

Instructional Technology

Workshop Facilitation

Public Speaking

Strategic Planning

INTERESTS

Architecture

Wildlife Conservation

X Travel

Scuba Diving

STRENGTHS

Resilience

Accountability

Patience

Gratitude

LANGUAGES







English

Dutch

Swahili

EDUCATION

Bachelor of Arts in Education

m Apr / 2022-Apr / 2023

University of Illinois

∓ Toronto, ON

Focused on curriculum development and instructional strategies to support diverse learners.

ACHIEVEMENTS



Increased student participation in college readiness workshops by 30% through targeted outreach.



Successfully guided over 50 students in securing academic scholarships totaling \$1.5 million.