

SOPHIA BROWN

Educational Specialist/Representative

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PROFESSIONAL SUMMARY

Dedicated Education Specialist with over 5 years of experience in curriculum development and instructional design. Proven ability to enhance student learning outcomes through innovative teaching strategies and data-driven assessments. Strong collaboration skills with educators and stakeholders to implement effective educational programs. Committed to fostering inclusive learning environments that support diverse student needs.

WORK EXPERIENCE

Educational Specialist/Representative

📅 Apr / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Developed and implemented a life skills management curriculum for underserved adult learners, resulting in improved student retention rates.
2. Created individualized lesson plans aligned with students' competencies and career goals.
3. Prepared comprehensive monthly reports to track student progress and maintain records.
4. Coached students for academic enhancement, leading to improved literacy and numeracy skills.
5. Instructed adult learners in literacy, basic skills, and GED preparation, achieving a 90% pass rate.
6. Monitored and documented student progress using both formal and informal assessment methods.
7. Participated actively in recruitment, orientation, and assessment processes to enhance program visibility.

Educational Specialist

📅 Apr / 2020-Apr / 2021

Crescent Moon Design

📍 Portland, OR

1. Designed and delivered an in-service training program for staff, enhancing instructional practices.
2. Supervised and mentored junior staff, fostering professional development.
3. Actively participated in educational conferences and workshops to stay updated on best practices.
4. Coordinated testing procedures across organizations, streamlining assessments.
5. Created engaging PowerPoint presentations to enhance learning experiences.
6. Instructed students using the TABE assessment at various career centers, improving testing outcomes.

EDUCATION

Master of Education in Curriculum and Instruction

📅 Apr / 2019-Apr / 2020

University of Learning

📍 Chicago, IL

Focused on developing innovative curricula and instructional strategies for diverse learners.

SKILLS

Data Analysis Tools

Educational Leadership

Stakeholder Collaboration

Team Building

ACHIEVEMENTS

- 🌟 Increased student engagement by 30% through tailored curriculum.
- 🌟 Developed training materials that improved instructor effectiveness by 25%.
- 🌟 Implemented data tracking systems to monitor student progress effectively.