



AVA DAVIS

Exam Proctor

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PROFESSIONAL SUMMARY

Detail-oriented Exam Proctor with 7 years of experience ensuring exam integrity and compliance. Skilled in monitoring test environments, managing student interactions, and reporting irregularities to maintain a fair testing process.

WORK EXPERIENCE

Exam Proctor 📅 Dec / 2019-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Proctored examinations for various programs, ensuring adherence to testing protocols.
- 2. Managed distribution and collection of test materials, maintaining security and confidentiality.
- 3. Reported any suspected irregularities to the testing coordinator promptly.
- 4. Controlled access to the testing room, ensuring only authorized individuals entered.
- 5. Checked students in and out of the exam room, verifying identities and eligibility.
- 6. Read and clarified detailed instructions at the start and end of each exam.
- 7. Monitored student behavior throughout the exam, addressing any concerns immediately.

Exam Proctor 📅 Dec / 2017-Dec / 2019
Crescent Moon Design 📍 Portland, OR

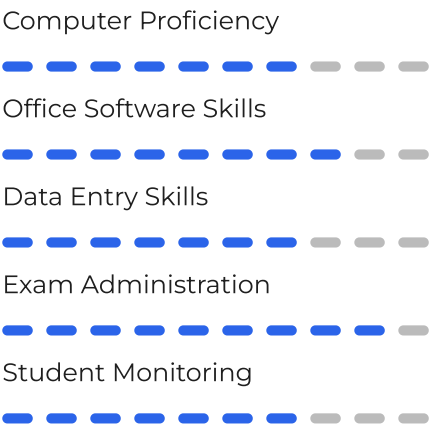
- 1. Proctored community college exams, ensuring compliance with integrity standards.
- 2. Oversaw registration and security of testing materials, preventing disputes.
- 3. Distributed exams to students in various programs, ensuring proper administration.
- 4. Administered specialized exams for students with accommodations.
- 5. Monitored students during exams, providing support as needed.

EDUCATION

Bachelor of Arts in Education 📅 Dec / 2015-Dec / 2017
University of Southern Mississippi 📍 Phoenix, AZ

Focused on educational methodologies and assessment strategies.

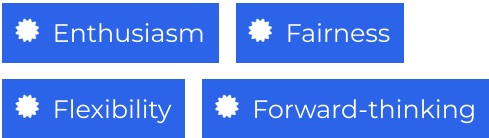
SKILLS



INTERESTS

- 📖 Gaming
- 📖 Fashion
- 📖 Film
- 📖 Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Successfully maintained a 98% integrity rate during examinations over 7 years.
- ★ Trained and mentored 5 new proctors, enhancing team efficiency and compliance.