



ISABELLA CLARK

Graduation Coach

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Student Assessment



Curriculum Development



Learning Strategies



Time Management



Goal Setting



INTERESTS

✈ Travel

🔧 DIY Projects

★ Surfing

🖋 Drawing

STRENGTHS

↔ Flexibility

🚀 Ambition

🖋 Creativity

🏆 Competitiveness

LANGUAGES



English



Russian



Spanish

ACHIEVEMENTS

★ Increased graduation rates by 20% through targeted interventions and support.

★ Successfully implemented a mentorship program linking at-risk students with local professionals.

★ Developed and maintained graduation plans for over 100 at-risk students, leading to improved academic performance.

PROFESSIONAL SUMMARY

Seasoned Graduation Coach with 7 years of experience dedicated to fostering student success and retention. Expertise in developing comprehensive graduation plans, implementing intervention strategies, and collaborating with educators and families to support at-risk students. Passionate about creating a nurturing environment that empowers learners to achieve their academic and career goals.

WORK EXPERIENCE

Graduation Coach

📅 May / 2020–Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Established strong relationships with at-risk students and families to address attendance and engagement issues.
2. Collaborated with school counselors and community agencies to provide resources and support for students.
3. Monitored communication with parents to proactively address concerns impacting student success.
4. Designed and implemented individualized graduation plans for at-risk students.
5. Managed transcripts and academic records for at-risk students to ensure accurate tracking of progress.
6. Guided student-athletes through NCAA Clearinghouse requirements for post-secondary education.
7. Analyzed student data to identify needs and develop tailored support strategies.

Graduation Coach

📅 May / 2018–May / 2020

Crescent Moon Design

📍 Portland, OR

1. Created and executed intervention strategies for at-risk students in collaboration with families and educators.
2. Formed Graduation Teams to provide targeted support for students identified as at-risk.
3. Connected students and families with community organizations to foster academic achievement.
4. Tracked student progress towards graduation and adjusted support strategies as needed.
5. Advised students on registration processes to ensure compliance and readiness for academic advancement.
6. Assisted students in addressing disciplinary and academic challenges, providing necessary resources.

EDUCATION

Bachelor of Education in Educational Leadership

📅 May / 2016 – May / 2018

University of North Texas

📍 Toronto, ON

Focused on leadership strategies to support student success and educational equity.