



INTERESTS

🖈 Surfing

Martial Arts

Community Service

Blogging

STRENGTHS

Patience







LANGUAGES





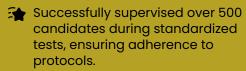


English

Japanese

Spanish

ACHIEVEMENTS



Received recognition for outstanding candidate support and maintaining a calm testing environment.

AMELIA MOORE

Proctor

www.qwikresume.com

PROFESSIONAL SUMMARY

Proficient Proctor with 7 years of experience dedicated to maintaining academic integrity and a secure testing environment. My expertise encompasses monitoring candidates, enforcing compliance with testing regulations, and fostering a supportive atmosphere. I excel in effective communication and conflict resolution, enhancing the examination process for all participants.

WORK EXPERIENCE

Proctor

Feb / 2020-Ongoing

📮 Santa Monica, CA

- 1. Administered competency tests for medical students, ensuring adherence to all testing protocols.
- 2. Verified candidate identities and securely managed test materials and equipment.
- 3. Monitored test-takers to uphold integrity and compliance throughout the examination process.
- 4. Encouraged candidates to perform their best by sharing personal insights and fostering a positive environment.
- 5. Assisted students with registration for academic clubs and managed related administrative tasks.
- 6. Maintained accurate records of attendance and compliance during testing sessions.
- 7. Provided clear instructions and support to candidates regarding testing protocols and procedures.

Proctor

Feb / 2018-Feb / 2020

Cactus Creek Solutions

■ Phoenix, AZ

- 1. Worked weekly to supervise and assist students during ITV Learning sessions.
- 2. Documented attendance and prepared necessary materials for students' needs.
- 3. Coordinated with instructors to ensure smooth communication and loaistics.
- 4. Enhanced personal confidence and technical skills through active participation in the classroom environment.
- 5. Gained valuable insights into educational processes beyond the student perspective.
- 6. Utilized effective communication and organizational skills to support instructors and students.

EDUCATION

Bachelor of Science in Education

Feb / 2016-Feb / 2018

University of Education

∓ Portland, OR

Focused on educational administration and assessment protocols.