



AMELIA MOORE

Proctor

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

🌐 www.qwikresume.com

SKILLS

Certified Examination Proctor



Analytical Skills



Flexibility



Resourcefulness



Timekeeping



Safety Awareness



INTERESTS

- ★ Surfing
- 🌐 Martial Arts
- 👥 Community Service
- 📝 Blogging

STRENGTHS

- ⌚ Patience
- 🏔️ Perseverance
- 📅 Planning
- ⚙️ Positivity

LANGUAGES



English

Japanese

Spanish

ACHIEVEMENTS

- ★ Successfully supervised over 500 candidates during standardized tests, ensuring adherence to protocols.
- ★ Received recognition for outstanding candidate support and maintaining a calm testing environment.

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

Seaside Innovations

📍 Santa Monica, CA

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

Proctor

📅 Feb / 2018–Feb / 2020

Cactus Creek Solutions

📍 Phoenix, AZ

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