

ROBERT SMITH

Senior School Administrator

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SUMMARY

Senior School Administrator with outstanding leadership skills, possessing knowledge and experience that provides staff with an excellent structured and service-oriented work environment in the delivery of external and internal quality customer service always. Administrator experience leading in K-8 and developing K-P12 curricula, employing technology integration, and curriculum assessments. Experienced facilitator and presenter for secondary and post-secondary instruction.

SKILLS

Employee Relations, Microsoft Word, Problem Solver, Punctual, Team Player

WORK EXPERIENCE

Senior School Administrator

Elite School Management - October 2017 – Present

- Identifying and coordinating the educational needs of regular and special education programs to ensure maximum educational benefits.
- Collaborating with the District Curriculum Director to design, develop, manage and deliver the curriculum.
- Providing leadership and direction to staff about the ongoing evaluation and improvement of educational programming, co-curricular activities, and extra-curricular activities including athletics.
- Coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Evaluating instructional programs to ensure student achievement and successful execution.
- Maintaining a positive working relationship with parents and acting as a problem solver when concerns arise.
- Encouraging parental involvement and ensuring an effective communication with students and parents.

School Administrator

ABC Corp - August 2010 – 2017

- Identified the staff training needs to ensure effective school improvement programs and encouraged the professional growth of teachers.
- Developed an atmosphere of trust, respect, interest, and enthusiasm within the school.
- Supervised the maintenance of the building ensuring a safe, clean, attractive and well-kept environment.
- Kept abreast of technological advances and innovative techniques to ensure the school is up to date.
- Managed executive calendar and coordinated weekly project team meetings.
- Interviewed, hired, supervised and assisted all school employees and offered feedback through positive methods.

- Composed and drafted all outgoing correspondence and reports for Managers.

SCHOLASTICS

- Doctor Of Education in Specialization - July 2017(Northcentral University - San Diego, CA)
Master Of Business Administration in Business Administration - December 2011(Cleary University - Ann Arbor, MI)
Master Of Art Education in MAED - May 2007(University Of Phoenix - Phoenix, AZ)
Bachelor Of Art in Teacher Education/Business Education - March 2003(Secondary Ed)
Management Of Human Resources - May 1999(Spring Arbor University - Spring Arbor, MI)
Certification in UNIX Computer Programming - (Marygrove College - Detroit, MI)