

Objective

Dedicated and self-motivated school administrator with 9+ years experience. Seeking to utilize great marketing and sales skills to grow business. Well organized, proficient in all Microsoft Office applications, webpage administrator and builder with application assistance, and online learning proficient. Proficient in both English and Greek.

Skills

Administrative Support, Calendaring, MS Word MS Excel MS PowerPoint MS Outlook MS Access MS Project MS Publisher Quickbooks WebBuilder

Work Experience

Sr. School Administrator

Saint Sophia Greek Orthodox Cathedral Greek Language School - 2012 – Present

- Increasing the program enrollment through community outreach and marketing strategies.
- Handling the registration for students in the adult and childrens language programs.
- Conducting enrollment at the beginning of each semester, including financial handling, and documenting received forms and payments.
- Designing the website for outreach to the community and interested clients using web design software.
- Performing the monthly payroll for both lower school and adult program using Microsoft Excel.
- Completing the financial reports for the council and archdiocese officials using Microsoft Excel and Microsoft Word.
- Event planning for fundraising, school holiday programs, and open/closing of school celebrations.

School Administrator

ABC Corp - 2009 – 2012

- Managed all meetings by creating agendas, scheduling, and assuring that the appropriate topics are covered.
- Supervised three elementary school sites with fifty-five faculty and staff to assure quality academic programs are provided to students so they can meet the next generation sunshine state standards/common core standards.
- Managed a quarter of a million dollar budget for three school sites, payroll administrator and served as a resource to teachers/staff members by modeling/demonstrating/coaching effective instructional practices.
- Connected and negotiated with outside vendors to ensure successful school operations.
- Responsible for the community building-outreach to local groups and people in an effort to support students and families.
- Created partnerships with a coding academy, construction program as well as the community center to provide safe student practices as well as parenting classes.
- CONducted the parent conferences/parent meetings-collaboration, resolution of conflicts, outreach, disciplinary issues.

Education

Master Of Science in Management - 2007 (University Of MD University College - Adelphi, MD)
Bachelor Of Arts in Political Science - (Trinity University - Washington, DC)