

ROBERT SMITH

Jr. School Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated and self-motivated Jr. School Administrator with 4+ years of stellar customer service experience. Seeking to utilize great marketing and sales skills to grow business. Professional strengths: Excellent communication and organizational skills, Great supervisor and motivator, In-depth knowledge of curriculum development and managing staff, Efficient, Fair and Firm Disciplinarian, Formidable relationships with Students, Parents, Teachers and Surrounding Communities.

CORE COMPETENCIES

Microsoft Office Including Word, Powerpoint, Spreadsheets, Outlook And Publisher

PROFESSIONAL EXPERIENCE

Jr. School Administrator

First Quantum Minerals, Educoreservices Zambia - February 2014 – 2015

Key Deliverables:

- Planned and managed the travel arrangements for the senior member of staff and students.
- Maintained workflow by implementing cost reductions and developed reporting procedures.
- Responsible for school systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements.
- Organized events such as speech day and prize giving, drama performances, and sporting tournaments.
- Coordinated between departments and operating units in resolving day-to-day administrative and operational problems.
- Scheduled and coordinated meetings, interviews, events and other similar activities.
- Prepared the business correspondence, typically using Microsoft office (word, excel, powerpoint, access, outlook).

School Administrator

ABC Corp - December 2011 – February 2014

Key Deliverables:

- Led everyday operations of the school of 60 students. Developed a staff of 15.
- Managed fiduciary responsibilities for the organization.
- Developed community relationships. Coordinated services for students with IEP’s.
- Collaborative problem solving for students with behavioral challenges.

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- Ensured operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques.
- Maintained supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Completed the operational requirements by scheduling and assigning administrative projects and expediting work results.

EDUCATION

MBA in international Business - August 2016 to Present(University Of Greenwich - Greenwich, CT)Bachelor Of Arts in Business Studies - January 2013 to January 2014(University Of Greenwich - Greenwich, CT)Certificate in Station Start-up Training - December 2011(Emirates Aviation College - Dubai, AE)Certificate in Diplomatic Studies And Public Relations - November 2010 to December 2010(Zambia Institute Of Diplomatic And International Studies - Lusaka, ZM)Diploma in international Travel And tourism - April 2008 to March 2009(Hotel And Tourism Training Institute - Lusaka, ZM)Higher National Diploma in Affiliation - 2005 to 2007(Icon College Of Technology And Business)School Certificate - 2000 to 2003(Hillcrest Technical High School)

