

Robert Smith

School Administrator

CONTACT DETAILS

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PERSONAL STATEMENT

An accomplished School Administrator seeks to apply knowledge, skills, and experience to a new professional setting. To work in a motivating working environment where there are opportunities for responsibilities and professional development towards career advancement and contribute to the growth and development of the organization.

SKILLS

Microsoft Excel,
Microsoft Word, Microsoft
Access, Microsoft
Publisher, Microsoft
PowerPoint, Corel
WordPerfect

WORK EXPERIENCE

School Administrator

Diamond Verger Schools - September 2017 - Present

Responsibilities:

- Managing the school staff and ensuring that they are properly deployed for efficient operation of the academic programme of the school.
- Managing training, mentoring and career development for all staff - including teachers and other support staff.
- Reviewing the adequacy of instructional resources (lesson note and plan, teaching aid, etc.) for use in the classrooms and ensure efficient use.
- Overseeing marketing drive for new enrollment working towards the agreed target.
- Ensuring proper school-record - attendance of students and staff, maintenance of school assets, etc.
- In conjunction with the school board draw up annual and termly theme for the school and oversee its achievement.
- Working with parents in getting support for school activities and programmes.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

School Administrator

ABC Corp - June 2015 - 2017

Responsibilities:

- Assisted in training and supervising student staff.
- Assisted and/or directed the students, faculty, staff, and community partners seeking service from the Pepperdine Volunteer Center.
- Acted on behalf of the Director in regard to problem-solving and decision-making for students, staff, program, and event matters as needed.
- Provided general office support and management for all staff, students, and programs including, but not limited to, reallocating and substantiating credit card charges, travel advances, tracking fundraising through a crowdsourcing site, opening and closing the PVC office, hiring, training and managing student office worker positions, coordinating room reservations and food requests.
- Assisted/supported major Volunteer Center and Jumpstart programs.
- Implemented and monitored the programs as directed by management, and saw the programs through to completion.
- Maintained the current knowledge of program rules, regulations, requirements and restrictions.

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

MBA in Finance - December 2014(Ladoke Akintola University)School
Certificate in Examination - May 1991 to June 1991(Lagos State)
Leaving Certificate in FSLC - 1982 to 1985(Primary School)