

# Robert Smith

## School Administrator

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## SUMMARY

Strong and dedicated School Administrator with over 10 years experience in Education Administration. Expertise in establishing rapport and building trust with students, faculty and staff members. Areas of Expertise Student Relations, Federal Aid, Problem Solving, Staff Management, Strong Communicator, Process Development.

## SKILLS

School Leadership, Curriculum & Instruction, Teacher Development, Technology Integration, Qualitative Research, School Law, Mentoring Change.

## WORK EXPERIENCE

### School Administrator

Ann Arbor Institute Of Massage Therapy - April 2012 - Present

- Running day to day operations of the entire school overseeing/managing staff, students and handling faculty matters.
- Determining completeness and eligibility for students desiring federal aid.
- Evaluating the financial needs of enrolling students present in-house the financial options and/or federal aid options depending on individual circumstances.
- Awarding the federal aid to requesting individuals according to government standards including the current verification process.
- Creating, obtaining and managing the yearly audit data for federal aid/business purposes.
- Creating the month-end statements for each student and maintain all federal aid student files.
- Responsible for all receivables/payables and banking needs including the federal aid bank account (QuickBooks).

### Academic Coordinator

Ann Arbor Institute Of Massage Therapy - April 2008 - April 2012

- Helped develop, and personally implemented and maintained on-line moodle curriculum.
- Thorough understanding and involvement of admissions process from initial contact through enrollment.
- Advised students regarding academic options including IEPs, academic resolutions and deferment options.
- Interfaced with students regarding sensitive matters ranging from personal to academic.
- Provided database management for all admissions and students including graduation audits, transcripts and diplomas.
- Renewed and/or acquired reciprocity with various states and or educational institutions.
- Handled support and/or conflict resolution regarding sensitive student matters and or faculty members.

## EDUCATION

Diploma - 2006(Ann Arbor Institute Of Massage Therapy )B.A. in Finance - 1983 to 1987(Metropolitan State University - Denver, CO )