



BENJAMIN LEE

Test Center Administrator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Customer Service Excellence



10

Test Administration Software



7

Data Management Skills



8

Testing Compliance Knowledge



9

Record Keeping And Reporting



9

Documentation Skills



9

INTERESTS

★ Surfing

🌐 Martial Arts

👥 Community Service

📝 Blogging

STRENGTHS

🕒 Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

LANGUAGES



English



Russian



French

ACHIEVEMENTS

★ Successfully maintained a 100% compliance rate during audits.

★ Enhanced candidate satisfaction scores by 15% through improved service delivery.

PROFESSIONAL SUMMARY

Experienced Test Center Administrator with 2 years of expertise in ensuring compliance with testing protocols and enhancing operational efficiency. Adept at providing exceptional candidate support and maintaining accurate test records. Passionate about fostering a secure testing environment and contributing to an organization committed to integrity and excellence.

WORK EXPERIENCE

Test Center Administrator

📅 Mar / 2024-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Proctored various government exams, ensuring adherence to established protocols and candidate integrity.
2. Conducted thorough security checks to prevent unauthorized items from entering the test center.
3. Documented and reported any infractions or deviations from testing regulations.
4. Ensured compliance with Equal Employment Opportunity standards, treating all candidates with fairness.
5. Managed software security, including routine server reboots and password resets.
6. Communicated deviations from company policy to corporate management for further action.
7. Efficiently distributed exam materials, ensuring candidates received everything needed to complete their tests.

Test Center Administrator

📅 Mar / 2023-Mar / 2024

Summit Peak Industries

📍 Denver, CO

1. Maintained confidentiality and security of personal and public documents.
2. Organized files systematically to enhance accessibility and efficiency.
3. Proctored candidates, ensuring compliance with testing procedures and security protocols.
4. Regularly inspected test center premises to uphold security and candidate compliance.
5. Monitored candidates via surveillance to prevent cheating and unauthorized actions.
6. Assisted with fingerprinting and background checks as required by state regulations.

EDUCATION

Bachelor of Science in Information Technology

📅 Mar / 2022 - Mar / 2023

University of Technology

📍 Seattle, WA

Focused on information systems and technology management, preparing for roles in administrative and technical support.