
ACADEMIC ADMINISTRATOR RESUME

Career Objective:

Looking for work as an Academic Administrator within the organization in order to advance and grow in the industry.

Summary of Qualifications:

- Remarkable experience of administrative and supervisory work in an academic environment
- Sound knowledge of academics, teaching methods and attending to the various requirements of teaching and administrative staff
- Proficient with computer systems, especially Microsoft Word and Excel
- Ability to communicate effectively orally and in writing
- Ability to communicate with staff members and seniors
- Ability to generalize recommendations for continuous improvement in student learning
- Ability to effectively communicate with all levels of academic professional
- Good time management and organizational skills
- Skilled to make quick decisions and solve problems easily

Work Experience:

Academic Administrator, November 2007 – Present
K12, Grubbs, AR

- Designed the educational programs by reviewing the evaluation carried by teachers.
- Coordinated with parents, teachers and the students to solve any problems in regard to the education.
- Executed the K-12 and non K-12 clauses as directed by the State to keep record of the withdrawals of students and admission of new ones.
- Administered the needs of the teaching staff and organized various sessions.
- Designed and executed the Student Achievement and Improvement plan in accordance with the teachers.
- Supervised the needs of the school such as equipments for labs and various supplies for classroom.

Academic Administrator, December 2001 – October 2007
University of Massachusetts Medical School, Grubbs, AR

- Helped the authorities in providing the appropriate facilities to the faculty.
- Assisted the faculty members and the administrative staff in understanding the benefit policies provided by the school.
- Allocated resources to various divisions according to the University State and funding regulations.
- Maintained a record for all hiring, contracting and firing of employees.
- Helped the institutional committee to initiate various methods to improve the working of the school.
- Attended the administrative meeting within and outside the school representing the entire division.

Education:

Bachelor's Degree in Business Administration, Barton College, Wilson, NC

Master's Degree in Business Administration, Xavier University, Cincinnati, OH

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