
Academic Dean Resume

Job Objective

Seeking an Academic Dean position in an organization where I can utilize my skills and be an asset to the employer.

Highlights of Qualifications:

- Excellent experience in supervising academic facilities efficiently
 - Sound knowledge of educational programs and services
 - Profound knowledge of developing and implementing instructional curriculum
 - Ability to design appropriate financial plans and manage resources accordingly
 - Ability to prepare budget for the facility
 - Proficient to design and implement short and long term strategies
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Professional Experience:

Academic Dean
Broward College – Fort Lauderdale, FL
August 2012 – Present

Responsibilities:

- Developed and provided update to teaching strategies and lesson plans.
- Coordinated with instructors and ensured compliance to approved lesson plans.
- Maintained appropriate documents and ensured regular update for the same.
- Administered supply inventory and ensured smooth working of laboratory and training activities.
- Provided assistance to instructional staff members and recommended changes if required.
- Prepared reports to be presented to School Director and evaluated instructions.

Academic Dean
The Ohio State University – Columbus, OH
May 2009 – July 2012

Responsibilities:

- Coordinated with Executive Director and prepared strategies for school programs and budgets.
 - Maintained control over the education department budget.
 - Prepared and maintained educational files and ensured compliance to regulations.
 - Designed local articulation programs and other partnership agreements.
 - Implemented curriculum within facility and ensured compliance to standards.
 - Coordinated with instructional staff members for various site visits for internship programs.
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Education:

PhD in Information Technology Management
Yale University, New Haven, CT

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