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## Academic Director Resume

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### Job Objective

To secure a position as Academic Director for a dependable organization on a long-term basis.

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### Highlights of Qualifications:

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- Remarkable teaching experience in educational theory and methodology
  - In-depth knowledge of academic procedures, curriculum development, and academic regulatory
  - Sound knowledge of higher education academic policies and procedures
  - Familiarity with current theories and practices in Academic Advising
  - Strong computer literacy skills with the CRM applications, and Microsoft Office Suite
  - Excellent Leadership, Communication and Customer Service Skills
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### Professional Experience:

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Academic Director, August 2005 – Present  
The Art Institute of Houston, Madison, SD

- Managed all academic functions of the program site.
- Oversaw supervision and evaluation of site instructional staff.
- Developed pipeline for recruiting, training and retaining high-quality instructors.
- Monitored and assessed site and student performance data and the implementation of curriculum, instruction and assessments at the program site.
- Trained faculty in collecting, analyzing and using student data to strengthen program site's academic program.

Academic Director, May 2000 – July 2005  
Empire Education Group Inc, Madison, SD

- Provided academic leadership and selected, trained, developed, managed and lead faculty and staff team members.
  - Managed college programs to achieve student achievement rates as mentioned in five year strategic plan.
  - Worked with other Academic Department Directors in own school and across schools.
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### Education:

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Bachelor's Degree in Education, Avila University, Kansas City, MO

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