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## Academic Manager Resume

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### Job Objective

To secure a position as Academic Manager and to be considered a valued member of your team.

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### Highlights of Qualifications:

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- Certification in FA and CPR
  - Admirable experience in providing advising to students and teachers and managing education for faculty
  - Deep knowledge of school schedules and its interpretation
  - Operational knowledge of post secondary education
  - Remarkable ability to coordinate with students and faculty
  - Huge ability to ensure achievement of all departmental goals
  - Familiarity with scheduling school-wide assessments – MCAS, MAP, MEPA
  - Amazing communication skills in both oral and written forms
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### Professional Experience:

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Academic Manager  
Vmware, Louisville, KY  
October 2008 – Present

- Maintained all work according to company principles and values.
- Planned and supervised all activities of Academic department and ensured work for all curriculums.
- Developed project and ensured compliance to all instructional requirements and monitored appropriate teaching.
- Administered and maintained departmental budget.
- Coordinated with human resources departments and conducted interviews of potential candidates and performed appraisals.
- Maintained and updated record for students and ensured maintenance of all academic related work.
- Designed orientation programs for all new faculty members and assisted in training members.
- Participated in staff meetings and conducted evaluation of instructors.

Academic Coordinator  
Argosy University, Louisville, KY  
August 2003 – September 2008

- Developed instructional teams for content areas in assistance with principal.
- Coordinated with various instruction teams and ensured completion of all content areas.
- Designed curriculum, evaluated it and recommended required modifications.
- Developed instructional strategies and provided required training to staff.
- Participated in various conferences and workshops and assessed effectiveness of programs.
- Provided assistance in scheduling classes and prepared a master schedule.

Academic Counselor  
Visual Arts Press, Ltd, Louisville, KY  
May 1998 – July 2003

- Assisted students and departments in developing educational requirements.
  - Planned academic programs and goals and evaluated progress of students.
  - Prepared course selections and assisted in registration process.
  - Evaluated and implemented department and university policies and procedures.
  - Maintained all student confidential information at all times.
  - Managed email services for management.
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### Education:

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Bachelor's Degree in General Management  
Cogswell Polytechnical College, Sunnyvale, CA

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