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## Academic Program Director Resume

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### Job Objective

To secure an Academic Program Director position for your firm to better both my own experiences as well as the reputation of the organization through my experience.

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### Professional Experience:

Academic Program Director, August 2005 – Present  
Corinthian Colleges Inc., Stanwood, IA

- Administered all curricular, administrative and financial aspects of the program.
- Oversaw program evaluation efforts and created strategic plan to develop program offerings.
- Managed annual budget; prepared proposals and other initiatives for expanded program support.
- Cultivated and maintained strategic partnerships, served as primary liaison to faculty and administrators to plan and execute programming activities.
- Oversaw the academic labs and provided leadership for planning new and improved labs and staff development to optimize student academic success.
- Monitored student progress across academic service programs.
- Designed and conducted comprehensive assessment activities for Undergraduate Studies in consultation with the College's Director of Assessment.

Academic Program Director, May 2000 – July 2005  
Corinthian Colleges Inc, Stanwood, IA

- Evaluated faculty and updated the Director of Education and Associate Director of Education as needed and as required.
- Implemented and evaluated programs and activities to ensure that the Advisory Committee functions in a manner consistent with accreditation standards.
- Participated in professional development activities and programs as required by accreditation and regulatory agencies.
- Accountable for faculty orientation and training.

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### Summary of Qualifications:

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- Remarkable experience of teaching in proprietary education
- In-depth knowledge of General Education, transfer requirements, enrollment management, and student retention
- Sound knowledge of curriculum for degree, credential and certificate programs
- Familiarity with federal regulations such as Family Education Rights and Privacy Act
- Good understanding of internships and career opportunities for diverse programs
- Proficient with Microsoft Office Suite
- Ability to critically evaluate student records and transcripts
- Excellent communication and interpersonal skills
- Superior customer service, organizational and motivational skills
- Exceptional ability to apply diverse teaching methods to students of various ages and learning styles

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### Education:

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Bachelor's Degree in Education, Avila University, Kansas City, MO  
Master's Degree in Education, Santa Fe College, Gainesville, FL

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