
ANTHROPOLOGY TEACHER RESUME

Summary:

A great educator, emphatic counsel and reliable researcher with more than two decades of unsurpassed experience in the academe department; has extensive ability to teach and supervise co-professors and students and motivate them to love learning; wide knowledge of historical events and their causes, indicators, and effects on civilizations and cultures; has innate ability and charm to serve as role model to students in pursuing good directions in their studies with the application of discipline and passion.

Professional Experience:

College Instructional Director, March 2001 – Present
Palmdale University, Rochester, NY

Responsibilities:

Initiated and facilitated instructional workshops, seminars and conferences in Anthropology.
Advised professors and administrative staff on school curriculum development and syllabi, use of materials and equipment as well as implementation of state and federal programs and procedures to promote extensive study of anthropology, culture, social, physical and human behavior.
Planned and conducted teacher training programs to enhance and improve teaching procedures, interactive instructional materials, tools, equipment and techniques.
Approved purchase of new instructional material and equipment that meet educational needs and district standards to help students appreciate and develop love for learning.
Enforced implementation and compliance of state education codes, rules and regulations of state education boards.
Conducted monthly committee meetings with professors, advisory groups and parents to ensure that all are in proper order, all concerns and issues are addressed and given priority, and students get the education and value they deserve.
Observed and evaluated teacher's work and performance including enforcement of disciplinary actions whenever necessary and recommended promotion to those who deserve it.
Develop instructional materials to be used by educators and instructors.
Special Education Director, May 1989 – February 2001
Palmdale University, Rochester, NY

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Education:

1982 – 1984 Masters in Cultural Resources Management
Columbia University, NY
1978 – 1982 Bachelor of Science in Sociology, Major in Anthropology
Columbia University, NY

Skills/Certifications:

- Proficiency in database software (Oracle, SAP)
- Proficiency in Mac and PC operating systems
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) applications (Win 98, 2000, XP, Vista, Windows version 7)
- Proficiency in technology computing
- Basic photography and film
- Strong quantitative and research skills
- Records & bookkeeping and data management
- Excellent oral and written English communication and Spanish skills

Associations/Organizations:

American Anthropological Association, Member

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