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## Associate Dean Resume

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### Job Objective

Seeking a motivating and challenging position as an Associate Dean in a reputation organization.

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### Highlights of Qualifications:

- Substantial experience in developing curriculum for undergraduate programs
  - Thorough knowledge of basic and translational research
  - Outstanding knowledge of evaluating programs and data
  - Ability to coordinate and communicate with external constituencies
  - Ability to resolve issues and recommend improvement to unit operations
  - Solid understanding of obtaining funds from various resources
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### Professional Experience:

Associate Dean  
Stevenson University – Greenspring, MD  
August 2012 – Present

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### Responsibilities:

- Designed service learning programs and performed research in coordination with students.
- Assisted in the recruitment of members for the teaching facility.
- Prepared program cohorts for various Global Citizenship students.
- Ensured compliance to various undergraduate curriculum programs.
- Supervised curriculum and ensured compliance to general education policies and procedures.
- Provided support to staff members for General Education Council.

Associate Dean  
Boston University – Boston, MA  
May 2009 – July 2012

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### Responsibilities:

- Supervised various school activities and developed required curriculum for programs.
  - Assisted in curriculum development processes and planned the content accordingly.
  - Coordinated with product innovation and strategy team to design curriculum.
  - Communicated with departments and built a community for virtual faculty and staff members.
  - Managed and provided appropriate resolution to various students and faculty issues.
  - Coordinated with internal and external service units to ensure efficiency.
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### Education:

Doctorate in Philosophy  
Johns Hopkins University, Baltimore, MD

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