
CHRISTIAN SCHOOL ADMINISTRATOR RESUME

Objective:

Looking for work within your organization as a Christian School Administrator so as to help you advance as a business as well.

Qualifications:

- Remarkable experience administrating the working of the student body and the high school staff
- Sound knowledge of the Christian community and the related education
- Ability to develop good working relationship with the staff, students and the community as a whole
- Ability to develop and plan strategies to achieve the mission of the school
- Proficiency in computer systems such as Word and Excel

Experience:

Christian School Administrator, November 2007 – Present
Milton Hershey School, Salt Lake City, UT

- Familiarized the students and parents with the school and developed marketing strategies to gain more numbers.
- Coordinated with parents for various events and smooth functioning of the school curriculum.
- Performed all functions as directed by the school board.
- Monitored the monetary responsibilities of the schools.
- Administered the working of the staff and the student body.

Christian School Administrator, December 2001 – October 2007
Kamehameha Schools, Salt Lake City, UT

- Maintained the budgetary allowances of the school.
- Designed and implemented the curriculum of a Christian High school.
- Prepared the school curriculum in accordance to the State and the Federal laws.
- Monitored and evaluated the performance of the staff and students in accordance to the aim of the school.

Education:

Bachelor's Degree in Education, Concordia College, Bronxville, NY

Master's Degree in Education, Fairmont State University, Fairmont, WV

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