
College Administration Resume

Job Objective

To enhance my skills as College Administrator by securing a position with growing company that will put my experience to good use.

Highlights of Qualifications:

- Huge experience working within an educational environment
 - Profound knowledge of college Administration
 - Familiarity with College principles
 - Ability to handle confidential information
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Professional Experience:

College Administration
Montgomery College, Panama City, FL
March 2005 – Present

Responsibilities:

- Monitored daily administrative management of the College.
- Developed administrative and non-teaching staff.
- Aided College and Council of Heads and assisted to outline strategic business plans.
- Outlined accurate specifications and maintained liaison with College Administrators.
- Imparted on-going practice guidelines.

College Administration
DOW, Panama City, FL
December 2000 – February 2005

Responsibilities:

- Handled line management and administration responsibility.
 - Assured adherence to regulations and policies.
 - Aided production, printing and dissemination.
 - Coordinated with partner organizations and sponsors.
 - Formulated reports under the direction of College Principal.
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Education:

Bachelor's Degree in Education
Defiance College, Defiance, OH
Master's Degree in Education
Wright State University, Dayton, OH

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