
College Administrator Resume

Job Objective

Seeking an opportunity to use my strong organizational skills, special training and past experience to secure a College Administrator position within a well established organization.

Professional Experience:

College Administrator, November 2007 – Present
Mohave Community College, Durant, OK

- Administered the smooth functioning of the college and the regulating the exams.
- Monitored and the working of the administrative and support staff in college, performed appraisals.
- Assisted the Council and College head in maintaining the administrative functions of the college.
- Organized events and activities for the college at the city and state level.
- Prepared the business plan for the college and implemented the same.

College Administrator, December 2001 – October 2007
Curry College, Durant, OK

- Prepared all policies in compliance with the laws and the Equal Opportunities and Inclusion.
 - Coordinated with the sponsors for events and maintained customer care relations.
 - Organized the after school programs in the college and community programs in association with external agencies.
 - Assisted in the publication of the promotional and publicity work of the college.
 - Maintained all the resources of the college, its inventory to ensure smooth functioning of the facility.
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Summary of Qualifications:

- Remarkable administrative experience within an educational environments
 - Sound knowledge of the working of a college and its principles
 - Ability to write policy statements, generate customized reports and coordinate special events
 - Ability to administer the staff performance appraisal process for the college
 - Familiarity with academic policies and procedures
 - Ability to keep confidential information and act in accordance to it
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Education:

Bachelor's Degree in Education, Ryokan College, Los Angeles, CA
Master's Degree in Education, Wright State University, Dayton, OH

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